

Clovis Community College

Proctor Approval Request for Off-Campus Examinations – Student Responsibilities

Instructions:

The student proctoring request forms are used by students enrolled in distance education courses at Clovis Community College. If you live within 50 miles of Clovis, NM, you will be required to take your proctored exam via Respondus or at CCC's Testing Center. Respondus is the preferred proctoring service if you live 51+ miles from Clovis, NM. However, you may use any of the above proctor options as well depending on local restrictions. Students with a valid DoD ID card may use a military education center, if desired. It is the student's responsibility to find a suitable proctor. Once the form is completed, students should return the form to their instructor for approval. (Exam information will not be submitted to a proctor until the proctor has been approved.)

Step 1: Identify a suitable proctor.

A prospective proctor may be found within the following professions:

- Respondus ([Helpful Student Guide](#))
 - Note: Proctors must have accessibility to their business email before exam information will be given out – no exam information will be sent to personal email addresses. Proctors must have the capability to supervise a computer with an internet connection.
- A certified testing center of a college, university or Military Education Center

Step 2: Print this page and the two-part proctor approval form (2 pages).

- Note: If you are using Respondus, you do not need to submit this form. Instead, email your instructor to notify him/her that you will be using Respondus.

Step 3: Complete the forms with the proctor.

- Proctor Approval Form Parts 1 and 2

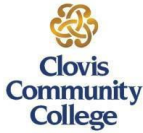
Step 4: Submit the two-part completed form.

- Return this completed form to your instructor to your instructor via Canvas message, email, or other contact information as provided in your syllabus.
- Note: The form must be received by the instructor by the due date listed on the syllabus or you will be in jeopardy of not being able to take the exam!

Step 5: Confirm testing dates with proctor and instructor.

Step 6: Reimburse proctor for any expenses (mailing costs, site fees, etc.) if applicable before exam is given.

Please review the Clovis Community College's Academic Integrity Policy in the Student Handbook under the Code of Conduct: [CCC Publications Page](#), View Current Student Handbook



Clovis Community College

Proctor Approval Form-Part 1

Student Information: *(Student must complete this section; please print clearly.)*

Student Name (last, first, MI) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number: *Work* _____ *Home* _____

Cell _____ *Email Address* _____

Course Number and Name _____

Exam Requested _____

Date and time the exam is to be taken _____

Proctor Information: *(Proctor must fill out this section.)*

Proctor's Name _____ Title _____

Proctor's business email address _____

Work Number _____ Fax Number _____

Institution _____

Institution Address _____

City _____ State _____ Zip Code _____

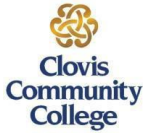
Mailing address (to send the exam) _____

Fax number exam may be sent to (the exam will be faxed only with the prior approval of the instructor):

Telephone _____ Exam Date and time _____

Email address (to send the exam) _____

Return this completed form to your instructor via Canvas message, email, or other contact information as provided in your syllabus.



Clovis Community College

Proctor Approval Form-Part 2 – Proctor Responsibilities

Please read the following information before agreeing to proctor an examination.

In order to ensure the integrity of the examination procedures, the following procedures must be followed. Any deviation from these procedures may invalidate the examination. The proctor should retain a copy of this completed application packet for future reference until after administration of all exams pertaining to this application has been proctored.

- Respondus LockDown Browser must be downloaded prior to student’s exam.
- The student must identify himself/herself with a picture ID at the time of the examination.
- The examination must be opened in the presence of the student. If the exam is online, the proctor will type in the password to access the exam.
- The student’s exam time limit is determined by the instructor (3 hours or less).
- The proctor will follow the instructor’s test procedures for the exam.
- The proctor must personally observe the student throughout the examination period and attest to the integrity of the student’s work.
- The student is not allowed to have a copy of the examination or to make a copy of the examination or any part of it. No copies of the examination may be made for any purpose.
- Immediately upon the conclusion of the time allotted for the examination, students should be directed to close the exam and to log out.

We appreciate your rendering this important service to the student. If, however, you feel that you cannot personally proctor the examination under these procedures, please decline the student’s request.

If you have any questions you would like addressed prior to completing this application, please contact the instructor. If you accept this responsibility, please indicate your acceptance by signing below.

The student will take the exam on the following date and time _____

I accept the responsibility for proctoring the examination according to the procedures outlined.

Signature _____ Date _____

Return this completed form to your instructor via Canvas message, email, or other contact information as provided in your syllabus.