

WTCS Test Proctoring Services Created April 2015

These guidelines for test proctoring are developed to meet the needs of students enrolled in distance learning courses in the Wisconsin Technical College System. The intent of these guidelines is to ensure that WTCS distance learning students have access to professional test proctoring services at other WTCS Campuses across the state at no cost.

Guidelines

1. All WTCS Campuses will work together to provide no-cost proctored testing services to system students enrolled in distance learning courses that require proctored testing. Proctoring of exams for students attending other institutions may be available, as well. Charging fees for testing non-WTCS students is left to each College's discretion.
2. If proctored testing is a required component of a distance learning class, information about proctored test requirements must readily be available to students at time of registration in course schedule and after registration in course syllabus, outline, and calendar.
3. It is the responsibility of the student to identify and communicate with the closest proctor, communicate that selection to distance learning instructor, set and appear at appointment promptly, and comply with testing conditions specified by instructor.
4. It is the responsibility of the distance learning instructor to inform students and proctors of conditions under which tests are to be taken (test date range, materials allowed, accommodations if student has a disability, time limit).
5. It is the responsibility of the proctor to understand the testing conditions and procedures and to provide an appropriate testing environment.

Distance Learning Instructor Responsibilities

1. Once proctor has been identified and approved, complete Proctoring Guidelines Form and forward (email/fax/mail) to proctor. This form must be completed or test will not be administered. This form:
 - a. Provides proctor with the name of the student taking test.
 - b. Offers range of acceptable test dates. It is the student's responsibility to ask the instructor for special permission to take a test outside of those dates.
 - c. Identify the conditions under which the test is to be taken (access to notes, books, calculator, the Internet, etc., and any time limit).
 - d. Outline any accommodations the student may be eligible to use during testing.
 - e. Prepare the test in a format and on a schedule that allows transmission to proctor in a timely manner.
2. Forward the completed Proctoring Guidelines Form and test (or testing instructions, if test is online) with ample time for proctor to review and ask for clarification.

Student Responsibilities

Securing an Off-Campus Proctor:

1. Notify course instructor that an off-site proctor is needed.
2. Locate a proctor from the WTCS Proctors document two weeks prior to test date.
3. Contact the proctor to explore availability and ask that the Proctor Agreement Form be completed and returned (email/fax/mail). Complete the student portion and forward (email/fax/mail) to the instructor.
4. Verify with the instructor that Proctor Agreement Form was received and proctor was approved.

Scheduling a Test with an Off-Campus Proctor:

1. Once proctor has been approved, contact proctor to schedule an appointment to take the test (see WTCS Proctors for contact information).
2. Notify instructor that the test appointment has been scheduled (include date and time).

Taking the Test at an Off-Campus Test Site:

1. Confirm that proctor has received test instructions/test from instructor.
2. Verify driving directions to the testing site before test date.
3. Appear at test site promptly and with required photo ID. Testing will not be allowed without photo ID.
4. Comply with testing conditions. Proctor will only allow those materials listed on the Proctoring Guidelines Form and will enforce the allotted test time.
5. Proctor can only answer questions about test taking procedures, not questions on test content.

Proctor Responsibilities

1. Review Proctoring Guidelines Form and any other information provided by the instructor. Understand testing conditions and procedures, contacting the instructor with questions, if needed.
2. On the day of testing:
 - a. Verify the student's photo ID.
 - b. Abide by the instructions on the Proctoring Guidelines Form.
 - c. Provide appropriate testing environment (quiet, distraction-reduced, computer or Internet access, etc.).
 - d. Supervise the student taking the exam.
 - e. Terminate the exam if student displays questionable behavior, including cheating. Collect all materials and contact instructor.
 - f. When testing time expires or student completes the test, collect all test materials.
 - g. Complete the remainder of the Proctoring Guidelines Form.
 - h. Return the test materials in the manner requested by the instructor on the Proctoring Guidelines Form.
3. If you have not received verification of receipt from course instructor, contact faculty to verify receipt so any extra copies can be destroyed.

Sample Proctor Agreement Form

Thank you for your willingness to serve as a proctor for this student. Please sign and submit this agreement form to _____.

Part 1 (To be completed by student): Student Information – please print clearly and complete all fields

Student name:		Student ID#
Address:		Course Name:
Instructor Name:		Instructor Phone:
Day Phone:	Night Phone:	Semester/Year:
E-mail:		
Justification for request:		

Part 2 (To be completed by proctor): Proctor Information – please print clearly and complete all fields

Proctor Name:		
Title and Place of Employment:		
Complete Mailing Address:		
Office Phone:		FAX Number:
E-mail Address:		

By signing below, I indicate agreement to serve as proctor for the student identified above. I certify that I am not related to the student. I will verify the student’s identity on a photo identification card. As a proctor, I will receive, administer and return all material according to the directions provided to me and will certify that the student completed the test according to the directions provided.

Proctor Signature _____ Date _____

Sample Proctor Guidelines Form

Section to be completed by Student:

Student Name: _____ Student ID: _____

Course Name/ID: _____

Proctor Name: _____ Phone: _____

Email: _____ Fax: _____

Section to be completed by Instructor:

Instructor Name: _____ Email: _____

Phone: _____ Fax: _____

Valid Test Dates: _____

Online assessment? Yes No Paper Assessment? Yes No

Password for Online: _____ How many pages? _____

Proctoring Instructions

Textbook allowed? Yes No Calculator allowed? Yes No

Computer allowed? Yes No Internet allowed? Yes No

Notes allowed? Yes No Other study aids? Yes No

Time allotted? _____

Additional instructions (including accommodations for students with disabilities): _____

Section to be completed by the proctor (Passwords should not be shared with students)

I verified the student's identity with a driver's license, passport, or other government ID before the assessment was administered. Yes No

I proctored and returned the assessment according to the instructions given. Yes No

Proctor's Signature (typed if returning electronically)

Date

Return instructions: Please return this form, as well as any paper-based assessments via scan/email/fax to the instructor listed above.