

Procedure for Proctored Exams for Online Courses

Edinboro University faculty teaching online courses may elect to employ one or more proctored exams in each course in support of student assessment. A proctored exam is one where the student is monitored by an approved individual during the testing period. The proctor is used to verify the identity of the student taking the exam and to ensure that specified testing procedures are followed.

Proctored Testing Options

In an online course requiring a proctored exam, students must participate in testing in one of the following manners. In both cases, the student must present an Edinboro University ID or other government-issued photo identification to the proctor prior to the exam.

1. **Proctored Exam on the Edinboro University Campus.** Students living within 60 miles of the main campus of Edinboro University take the proctored exam on the Edinboro University campus, or branch campus location, as specified by the course instructor.
2. **Proctored Exam at an Off-Campus Location.** Students living more than 60 miles from the main campus of Edinboro University may elect to take proctored exams with a university-approved proctor. In this case, the student is responsible for obtaining approval of a proctor a minimum of three weeks prior to the first proctored exam. A Proctor Approval Form is available through the university's distance education web site. Proctor definitions are specified below. It is the responsibility of the student to make and confirm arrangements for, and administration of, the exam(s) directly with the proctor. The student is also responsible for any fees incurred in the use of a proctoring site.

Definitions of Acceptable Proctors

Acceptable proctor options are specified below; a student's friend or relative may not serve as a proctor.

- A member of the faculty at any regionally accredited college or university
- An educational administrator at any regionally accredited college, university, or high school
- A full-time teacher at a regionally accredited high school
- A librarian at a public or high school library
- An employee at a learning center or private testing center; in this case, the proctor should be the center's director
- An administrator at a Pennsylvania Community Education Council facility
- For a student in the military, an officer of higher rank than the student
- For an incarcerated student, the institution's education officer, librarian, or chaplain

Proctor Approval and Verification Procedure

The following procedure should be followed for proctor approval and verification.

1. All students enrolled in Internet courses that require a proctored exam must confirm whether such exams will be taken on the Edinboro University campus or at an off-campus proctored site. This information must be provided via e-mail to the course instructor prior to the end of the Add/Drop period for that semester. Following the Add/Drop period, the instructor will inform the Dean's office and his/her department chair of each student's proctor option.
2. At least three (3) weeks prior to the first proctored exam, all students using an off-campus proctor must complete and submit a Proctor Approval Form to the Office of the Dean, or through the Office

of the Provost. These arrangements must be made during the first week in the case of a summer course. An electronic version of this form will be available through the university's distance education web site.

3. The Office of the Dean will certify each proctor application to verify that the proctor meets one of the approved proctor definitions and that the application information is authentic. Proctor information will be entered into a database and approved proctors will be certified for a 2-year period.
4. The proposed proctor and student will be notified of the proposed proctor's approval status via e-mail by the Dean's Office within two weeks of receipt of the application.
5. If a proctor application is not accepted, the student will be provided with a list of approved proctors in his/her area (if available) or otherwise be instructed to locate an alternative proctor.

Procedures for Faculty using Proctored Exams in Online Courses

The following procedure should be followed for administration of proctored exams.

1. At the beginning of the semester, online course instructors that will be using proctored exams will notify the Office of the Dean and his/her department chairperson that proctored exams will be used in the course.
2. The use of proctored exams should be specified in the course syllabus and within the online course materials accessible to the students. Instructions should be provided to students regarding the need and timeline associated with identification of an off-campus proctor, as appropriate. The syllabus should also specify the penalty/consequences for failure to take the proctored exam.
3. For on-campus testing, the instructor will specify the day, time, and location of the proctored exam(s), and will be responsible for reserving classroom/testing space on campus for the exam. The course instructor will serve as exam proctor for the on-campus exam. In cases where the course instructor is unable to proctor the exam (e.g., the instructor resides out-of-state), the instructor will arrange for an approved proctor through the department chairperson of the department offering the course. Students should be notified two (2) weeks prior to the date of the exam(s) regarding the test date, time and location.
4. For off-campus proctored testing, the instructor must complete a Proctored Exam Instruction Form for each student at least two (2) weeks prior to the exam date and provide the form to the Office of the Dean. The form should be accompanied by sufficient copies of the exam (unless an online exam is to be used). The Proctored Exam Instruction Form will provide detailed instructions for the exam proctor, including:
 - the exam date window during which the exam must be completed by the student (e.g., a 3-day period);
 - the amount of time allowed for the student to complete the exam (e.g., 1 hour, 15 minutes);
 - a list of materials that the student may use during the exam (e.g., calculator, notes, book);
 - any additional special instructions that the proctor should provide to the student.

An electronic version of this form will be available to the instructor, but will not be posted on the Dean's web site for security reasons. The form is designed as a Word fill-in form that can be completed electronically by the instructor and saved separately for each student.

5. At least two (2) weeks prior to the exam, the instructor will notify all students taking an off-campus proctored exam of the dates during which the exam must be completed. The students will be informed that they should contact their approved proctor to schedule a day and time for the exam.
6. The Office of the Dean will send the completed Proctored Exam Instruction Form and the exam to the approved proctors so that they are received prior to the testing date(s). Exams will be shipped through an overnight delivery service requiring signature or through USPS registered mail. A return mailing envelope will be included with the exam. All costs associated with the mailing of exams will be billed to the department offering the course.

Procedures for Students

- Before the end of the Add/Drop period, the student must notify the instructor regarding his/her desired arrangements for proctored exams for the course: on-campus testing versus off-campus external proctor.
- For students using an off-campus external proctor:
 1. At least 3 weeks prior to the first proctored exam, the student must identify a proctor and have the proctor complete a Proctor Approval Form. This form will be available to the student from the instructor or from the university's distance education web page.
 2. The student must contact the external proctor prior to a scheduled exam to arrange for a date/time for the exam.
 3. The student is responsible for taking the exam on the scheduled date/time and for any costs associated with the use of the external proctor.
- Students with disabilities may work with the Office for Students with Disabilities (OSD) to make special testing arrangements. Students with disabilities must have a documented disability and be registered with the OSD to obtain any type of disability accommodation. These students may elect to take the proctored exams either on campus or off-campus regardless of their physical distance from the Edinboro University campus. For on-campus testing, the student must coordinate special testing arrangements through the OSD and the course instructor; typically the exam(s) will be proctored at the testing facility at the OSD in Crawford Hall. For off-campus testing, the student will be responsible for identifying a proctor that can accommodate their special testing needs. The student may consult the Office for Students with Disabilities or the Office of the Dean for assistance in this regard.