Test Proctoring Policy & Procedures

West Virginia University at Parkersburg

Academic Testing Center
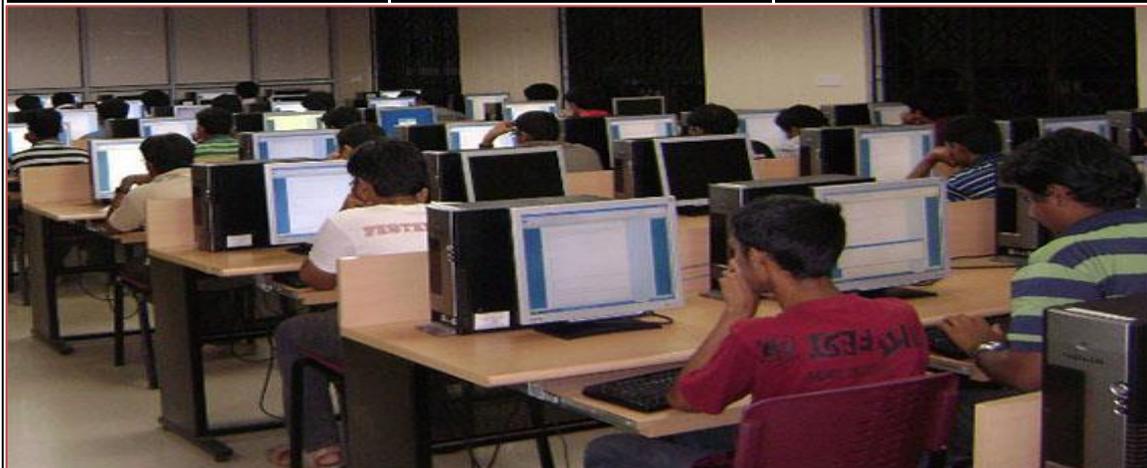
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Introduction

Testing Options

The Test Proctoring Policy and Procedures at WVUP were developed to ensure the security and integrity of <u>distance education student testing only</u>. Proctored testing is typically required for all distance education and online testing at WVUP. Instructors and Chairs determine which courses and/or tests will require a proctored exam and which type of exam administration to utilize.

Option 1: Un-proctored testing

This option allows students to take online exams, tests, and quizzes without any supervision or technologic control of testing material or conditions. Each course faculty member may choose to utilize this method or may choose to have an exam or test proctored using one of the two methods below.

Option 2: On-Campus-Monitored testing

This option allows instructors to monitor their own students' testing either in the classroom meeting or by scheduling proctored testing in **Academic Tutoring and Testing Center (Room 1332)** at WVUP. The faculty member typically arranges for this type of proctoring on WVUP's main campus or its Jackson County Campus. Due to timing constraints, it is **not available on demand** and <u>must be scheduled at least 2 weeks in advance.</u>

Option 3: Off-Campus Proctored individual testing

This option allows students to make individual arrangements for proctored testing by using an approved off-campus proctor selected from either Appendix A or Appendix B, the list of approved proctors outside WVUP.

What is Proctored Testing and how does it work?

A proctored exam is an exam that is administered by an approved individual who supervises the student while they are taking the exam. The proctor's function is to ensure the integrity and security of the exam in a secure environment. The proctor will validate the student's identity and ensure that only honest efforts are rewarded with satisfactory completion of the exam.

Faculty may require any online exam or test be proctored or monitored by an approved proctor by completing the Proctored Test Request and Agreement (Appendix C). Occasionally, all **online** class members are required to take a proctored exam. In those situations the faculty member will schedule the exam and request a proctor from the approved lists so that the entire class is not disadvantaged by a faculty member's unavailability. The proctor will verify the identity of each student upon arrival for the scheduled exam. The instructor or proctor will remain with students for the entirety of the exam so to ensure the integrity of the exam process.

However, the more typical case is that individual students –especially online students studying at a distance from the college – are required to obtain their own proctor and proctoring location. If there are any proctoring costs, those costs are borne strictly by the student. Online students studying at a distance from WVUP may select a proctor from Appendix B. Proctors must be approved in advance and students should understand that it is not always easy to obtain an authenticated proctor. Therefore, students needing a proctor for their exams should begin early in the term to secure a proctor.

Faculty Responsibilities

- **Providing Information**
  - Include proctored testing information in the course syllabus and on the course site within Blackboard. This information should include the date, time, and location of any and all proctored tests for each course taught.
  - Schedule a time and location for each proctored exam you will permit to be administered on campus. The instructor is responsible for ensuring that an appropriately equipped room is available at the time needed for the exam and that the space is reserved for his/her testing needs. The instructor should try to accommodate both traditional and non-traditional students when scheduling on-campus testing. To schedule a proctored exam, please contact **the WVUP Academic Testing Center.**
  - Be mindful that the Academic Testing Center proctors for online classes and for make-up exams. **The Center does not proctor exams for full lecture classes.**
  - Advise online students studying at a distance of the need to secure their own proctor in advance of any required testing of course requirements at the beginning of the term.
  - Provide students with the schedule for testing including date, time, and location of all proctored exams for the course known in advance.
  - Post a link to the test proctoring policy and procedures in your course site and include this information in your syllabus by the first day of the term.
- **Three Weeks Before Test**
  - Determine if any students will need to select a proctor from the list of approved proctors (Appendices A and/or B). Instruct these students to make arrangements for their testing using the Proctored Test Request and Agreement (Appendix C).
  - Determine if any students, due to extenuating circumstances, require proctoring by an outside proctor. If so, these students must submit the Proctor Approval Application (Appendix D) as well as the Proctored Test Request and Agreement.
- **Two Weeks Before Test**
  - Adjust settings or create test within Blackboard to allow for any students testing outside your personal control so that the test is available only to the designated student. Provide student with any passwords or instructions as needed.
  - Provide specific instructions to any selected proctors.
- **One Week Before Tes**t
  - Verify settings within WVUP Online for any test that you are proctoring. Confirm location availability and remind students of the place and time for the test.
- **Day of Test**
  - Verify identity of each student being tested using photo ID, class roster, and Banner class list.
  - Terminate the exam for any student displaying improper conduct, including cheating.

Student Responsibilities

- **Understand Testing Requirements**
  - Review the Test Proctoring Policies and Procedures and the testing schedule arranged by the instructor of the course.
  - Contact your instructor immediately if you have any conflicts with the established exam time(s). The instructor must approve a test proctor outside the scheduled time.
  - If you require, or believe you require, special testing accommodations due to a disability, contact Kurt Klettner (kurt.klettner@wvup.edu or 304-424-8388) in the Disabilities Services Office.
- **Three Weeks Before Test**
  - If you must make arrangements with the instructor and test proctor to change those arrangements.
    - You may select a proctor from the list of Approved Proctors at WVUP (Appendix A). You and the selected proctor must complete and submit the Proctored Test Request and Agreement to your instructor.
    - If you have extenuating circumstances and are unable to have your exam proctored on campus, you may select a proctor from the list of Approved Proctors Outside WVUP (Appendix B) or submit the Proctor Approval Application along with the Proctored Test Request and Agreement to your instructor. You must ensure that the selected proctor is approved by the instructor and is fully aware of his/her responsibilities according to the Proctored Test Request and Agreement.
- **One Week Before Test**
  - Verify location and time of testing. Pay any fees associated with having the test proctored. It is best to confirm proctoring arrangements in writing.
- **Day of the Test**
  - Arrive at the testing location early.
  - Provide photo ID to verify your identity.
  - Bring pencils, pens, and other needed items along with any required written materials.
  - Be professional and courteous in dealing with proctors.

Proctor Responsibilities

This section must also be included with Addendum C in order for Proctors to fully understand the requirements of WVUP.

- Prior to Proctored Exam
  - Fully read and understand the Proctored Test Request and Agreement (Appendix C).
  - Sign the Proctored Test Agreement so that it can be submitted to the instructor.
- Two Weeks Before Test
  - Receive specific instructions for proctoring the test from the course instructor.
  - Receive the Proctored Test Request and Agreement with additional data and verification section.
- One Week Before Test
  - Confirm, in writing, the exam arrangements including location and time.
- Day of Test
  - Abide by the instructions provided in the Proctored Test Request and Agreement.
  - Administer the exam in a location that provides a comfortable and secure testing environment.
  - Verify student identity through photo ID.
  - Remain in the testing area with the student throughout the exam period and answer only those questions that do not pertain to material or matters being tested.
  - Terminate the exam if the student displays improper conduct, including cheating. Collect any evidence of the improper conduct and immediately contact the course instructor with the details of the incident.
  - Send email confirmation to Instructor indicating completion of proctored exam; reporting any issues, if any.

Appendix A

List of Approved Proctors at WVUP

If a student cannot attend a scheduled exam time for any reason, he/she must contact the instructor prior to the exam to make other arrangements for exam proctoring. Arrangements with proctors must be completed at least two weeks in advance.

Individuals taking online courses must make arrangements to take their exams and tests in a proctored environment.

The following persons at WVUP are approved to proctor exams according to the WVUP Test Proctoring Policies and Procedures.

1. **Course Instructor** – The course instructor is the first and best choice to proctor an exam that must be arranged outside the scheduled exam time. The course instructor is free to arrange this proctoring during another section of the same course or schedule an additional time to proctor the exam.
2. **Other WVUP Instructors of the same course** – The instructor of another section of the same course may be offering the same exam at a different time. If this proctoring option is selected, arrangements must be made at least two weeks in advance.
3. **WVUP Academic Testing Center** – WVUP may elect to proctor make-up exams for an individual instructor's classes which occur on campus. The Testing Center will also serve as a proctor for other institutions or agencies which need those services in our area. These arrangements must be made in advance and require completion of the Test Proctoring Request and Agreement. If the Testing Center can't accommodate the instructor's request due to limited availability for various reasons, the instructor will need to make other arrangements.

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Appendix B

List of Approved Proctors Outside WVUP

If a student has extenuating circumstances or is outside our 7-county service district area he/she may request a proctor from outside WVUP from the list below. Students are required to complete and submit the **Test Proctor Request and Agreement** at least three weeks in advance. Please note that a family member or friend <u>cannot </u>be an approved proctor. Any outside proctor must be approved by the course instructor and must agree to and submit the appropriate forms according to the WVUP Test Proctoring Policies and Procedures.

Proctors may be selected from the following groups:

1. A vocational rehabilitation counselor
2. A faculty member or administrator at an accredited college or university
3. A school superintendent, principal, or counselor
4. A librarian at a public library
5. A clergy member
6. A corporate education director
7. Others as may be approved by the institution

Appendix C

Proctored Test Request and Agreement(s)
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
300 Campus Drive
Parkersburg, WV 26015
Phone: 304-424-8000

Full Name of Student:_____

Student Phone Contact Info: (   ) _____

Student Email Address:_____

Course for which exam proctor is requested: _____

Term and Year of Course: Fall   Spring   Summer   20_____

Course Instructor's name_____

Instructor's email address: _____

I would like to request that I be assisted with a proctored exam for this class on: choose one

    A.   SPECIFIC DAY_____DATE_____ TIME_____
    B.   THROUGHOUT THE TERM FOR THIS COURSE

Signature of Student:_____

Date: _____

Name of Requested Proctor: _____

Proctor Organization Name:_____)

Proctor Address: _____

Proctor Phone: _____ Proctor Email:_____

I attest I am willing to be a proctor for the above exam and agree to verify student identify and self-testing. I agree to the proctor responsibilities herein attached to this agreement. I attest that I am not related to this student nor help them in completing the exam.

Signature of Proctor:_____Date:_____
EMAIL THIS FORM TO YOUR INSTRUCTOR TO OBTAIN APPROVAL FOR A PROCTORED EXAM

Appendix D

Proctor Approval Request
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
300 Campus Drive
Parkersburg, WV 26015
Phone: 304-424-8000

Full Name of Student:_____

Student Phone Contact Info: (   ) _____

Student Email Address:_____

Course for which exam proctor is requested: _____

Term and Year of Course: Fall   Spring   Summer   20_____

Course Instructor's name_____

Instructor's email address: _____

I hereby approve you to use the proctor named below:

Name of Proctor:_____

Proctor Organization: _____

Proctor Email address:_____

Special Instructions to Proctor:

1. This exam may not be taken before _____or after _____
2. The student must provide proof of their identify through a government issued photo ID
3. This student   MAY   MAY NOT (circle one) use any textbooks or other written materials to complete the exam
4. This student MAY NOT receive assistance from anyone during the course of the exam
5. **The proctored exam is not officially accepted until the proctor notifies the instructor of its completion.** Please email to my address above at the completion of the exam to notify of its completion and/or to indicate any issues or irregularities.

Signature of Instructor:_____ Date:_____

A copy of this approval will be emailed to the approved proctor and student as evidence of approval.
Proctors: Thank you for your willingness to assist this student in the completion of their educational studies. If you have any questions, please do not hesitate to contact me.