

## Proctored Examinations

Some online classes being offered by HCC will require that examinations or papers be proctored by an appropriate individual. If you cannot come to the HCC campus to meet this requirement, you are responsible for finding an appropriate individual to proctor your exam or paper. The approval of a proctor is up to the course instructor but one of the following individuals could be acceptable:

- a. Principal, librarian, guidance counselor or full-time instructor at another school or college.
- b. Base commander or station education officer.
- c. Public librarian

The proctor must have a professional (institutional) e-mail address and Internet access. Examination instructions will be sent to the proctor via e-mail.

The process for having a proctor approved is:

- a. The student will contact a qualifying individual at the beginning of the semester and complete the necessary paperwork for approval.
- b. The proctor must agree to proctor the exam and follow the guidelines established for proctored exams.
- c. The student must furnish the course instructor with the name, position, e-mail address, and telephone number of the proposed proctor.
- d. The course instructor makes the final determination approving or disallowing any proctor.
- e. The approval must be in place 1 week prior to the first examination or paper.

The Proctored Examination Agreement form needs to be completed and sent to the course instructor and be approved prior to any proctored exams being completed. The student is responsible for any cost associated with mailing completed examinations or papers to the course instructor.

Examinations will be mailed directly to the proctor with specific instructions regarding time limits, resources allowed (i.e. dictionary or calculator) and supplies which the student needs to bring to the proctored site. If the examination is being done online, the proctor will be e-mailed any password which might be required.

## Proctored Examination Guidelines

Individuals serving as proctors for examinations or papers required for HCC distance education courses agree to the following guidelines:

- a) Proctors will have an e-mail account and Internet connection.
  - b) Proctors will verify the student's identity by requesting a photo ID
  - c) Students are not to review the exam prior to administration
  - d) Students should be provided a comfortable, quiet environment in which to complete the proctored work.
  - e) Proctors will agree to remain in the room while the proctored material is being completed.
  - f) Proctors will adhere to the time limits set for the proctored work.
  - g) The student is responsible for bringing any necessary supplies such as paper, pencils or erasers.
  - h) Students are responsible for any expense associated with the completion of a proctored exam or of returning the work to HCC.
  - i) The proctor will complete the Proctored Examination Agreement and return it with any paper copy of the test or paper.
  - j) The proctor will, at the student's expense, personally return any paper copy of the examination or paper to the instructor at HCC.
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- In order to adhere to accreditation standards and process there will be online courses that require proctored exams. See course notes for those courses that require proctored exams.