

### Proctoring Implementation Time Line

Proctoring for online courses will be mandatory by Fall 2010. The Implementation timeline is as follows:

- **Fall 2009**—All currently proctored online courses will continue to be proctored and all new courses contracted to begin Fall 2009 will be proctored
- **Spring 2010**—All new course contracted to begin Spring 2010 will be proctored and the extension of proctoring to current online courses as desired by developers
- **Summer 2010** — Continue to extend proctoring to current online courses as desired by developers

### Proctoring Format

Proctoring of exams/tests in fully online courses shall be one of the following formats:

- **Final Exam Only** — must be comprehensive and either equal to 30% of final grade or the student must pass it to pass the course.
- **Mid Term and Final Exam**
- **Between 4 to 6 section exams/test** (it is preferred that these be limited to 4 if possible)

### Exam Length and Scheduling Dates

The time limit for proctored exams/test is as follows:

- **During the semester** all exams/test should be limited to 1 hour taken within a 1.5 hour time slot
- **Final Exams** should be limited to 2 hours taken within a 2.5 hour time slot

**NOTE** that the Main Campus Testing Center is closed to ChSCC proctoring every Wednesday and during RODP Mid-Term and Finals proctoring [March 1—6 and May 1—6].

**Please give students at least 4 days the Testing Center is Open to schedule their proctoring.**

### Using Paper Exams/Tests and/or Non-internet Materials

If you wish to use paper exams, Scantrons or any other non-internet materials (such as CD-Roms, written instructions, etc.), **you need to both complete the Proctoring Form and submit all the paper exam/test masters and /or materials with instructions to Nancy Rogers in CDE by a minimum of 2 weeks before the first assessment is due.**

**If you do not meet above deadline**, Nancy will send you a list of all proctors and sites so you or your department can send the tests/materials out to the proctors. **CDE will only copy and/or process tests and other needed materials that arrive to Nancy by a minimum of 2 weeks before the first assessment is due.**

**If you have CD-Rom information / special instructions / etc that is not within the eLearn system for you students, then you MUST get that to Nancy Rogers by a minimum of 2 weeks before the first assessment is due. Otherwise you will be responsible for distributing this information to the proctors and sites.**

## Proctoring Form Submission

The Proctoring Form must be completed and submitted to Nancy Rogers before the first day of the semester. You can access the Proctoring Form from the following locations:

- eLearn home page
- The CDE home Page—[www.chattanoogastate.edu/cde](http://www.chattanoogastate.edu/cde)
- This url — [http://www.chattanoogastate.edu/cde/PDFs/proctoring\\_form.pdf](http://www.chattanoogastate.edu/cde/PDFs/proctoring_form.pdf)

## Completing Proctoring Form

**The proctoring form is due to CDE by the end of the first week of each semester.**

You will be asked to complete the following:

- **Check the box confirming that you have read this Proctoring Policy & Instructions document.**  
**NOTE:** You will not be able to submit the form until you have checked this box.
- **Your name, ‘A’ number and email address**
- **The Course \_Number\_Section** as it appears in eLearn. (ENGL\_1010\_971\_09F).  
**NOTE:** If you have ‘combined’ sections within eLearn then put in the combined Course\_Number\_Section (ENGL\_1010\_971\_972\_973\_09F)
- **Class Start Date** — **Note** some students will choose to be proctored at off-site locations which are closed on the weekends. It would be best to not have the last day to do the test or exam as a Saturday or Sunday.
- **Total number of students currently enrolled** in that Course\_Number\_Section
- **Total number of proctored exams/test** to be given. **NOTE** policy on previous page.
- **Complete the Table** which includes:
  - **Names of the exams/test**
  - **Delivery Method**—This needs to state if the exam/test is by pen/paper; uses Respondus; is a publisher site like Course Compass (if so give access location) etc.
  - **Date Access Begins and Ends** **Please give students at least 4 days the Testing Center is Open to schedule their proctoring.**
  - **Exam Password-** This is needed for the proctor to enter before the student begins the exam/test if you are not using a password, then put NA
  - **Allowed Items**—These are items like Calculators, Open Book, One page of notes, etc. If no additional items other than the computer are allowed, please enter the word ‘NONE’
  - **Materials Proctor is to supply** — If you have CD-Rom information / special instructions / etc that is not within the eLearn system for you students please list them here. **NOTE you MUST get copies of them to Nancy Rogers by a minimum of 2 weeks before the first assessment is due.** Otherwise you will be responsible for distributing this information to the proctors and sites.

**EXAM TIMES** — Please set your start time for all assessment as 12:01am ET and your end time for all assessment as 11:59 pm ET. This better facilitates the proctoring times at sites as well as the out of area proctors with different time zones (ie Hawaii).