

1 CHATTANOOGA STATE COMMUNITY COLLEGE

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9 Academic Resources

10 **Procedure 07:00**

11 **Proctoring Distributed Education Courses**

12 08/28/2019

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- 1 **Proctoring Distributed Education Courses**
- 2 1. Proctoring Procedure
- 3 1.1. Proctoring Process
- 4 1.1.1. Proctoring of all fully online course exams/tests shall be one of the following:
- 5 1.1.1.1. Final Exam Only
- 6 1.1.1.2. Mid Term and Final Exam
- 7 1.1.1.3. Four to Six section exams/test – It is preferred that these be limited to four.
- 8 1.2. Exam Length
- 9 1.2.1. During the semester – exams/tests are limited to 2 hours maximum
- 10 1.2.2. Final Exams – limited to 2 hours maximum
- 11 1.3. Proctoring Format
- 12 1.3.1. Computer
- 13 1.3.1.1. Can be from publisher web site and/or eLearn
- 14 1.3.1.2. All password codes, conditions of testing and testing schedule must be
- 15 submitted by Division to Academic Resources by the end of the 1<sup>st</sup> week
- 16 of the semester
- 17 1.3.2. Paper
- 18 1.3.2.1. Can be paper, Scantron or any other non-internet format
- 19 1.3.2.2. All Masters must be submitted by the instructor to Academic Resources
- 20 by the 1<sup>st</sup> week of the semester and include:
- 21 1.3.2.2.1. Master copies of all tests
- 22 1.3.2.2.2. Instructions
- 23 1.3.2.2.3. Additional test materials
- 24 2. Instructor Proctoring Form
- 25 2.1. All instructors will complete and submit to Academic Resources by the 1<sup>st</sup> week of each
- 26 semester the Instructor Proctoring Form
- 27 2.2. This completed form should include:
- 28 2.2.1. Instructor Details – Name; ‘A’ Number; email address
- 29 2.2.2. Course Details – Course number and section; Class start date; maximum number
- 30 of students; total number of proctored exams/test
- 31 2.2.3. Assessment Details – Names of each piece of proctored assessment; Assessment
- 32 start/end date/times; Password codes for all assessment; Items allowed during
- 33 assessment and any other relevant instructions/materials.
- 34 3. Proctors
- 35 3.1. All proctors will be one of the following:
- 36 3.1.1. Employees of the college assigned to proctor exams
- 37 3.1.2. Vetted External proctors
- 38 4. Student ID
- 39 4.1. Students are required to present their Chattanooga State photo ID to be proctored
- 40 5. Student Personal Items

- 1 5.1. Unless, indicated by the instructor in advance, student cannot bring any personal items
- 2 (phones, calculators, etc) into the proctoring room.