

Troy State University School of Nursing
Proctors for Distance Learning Courses

Distance learning courses where the instructor is not at the same location as the student may require examination proctors for learning assessment activities. The purpose of the proctor is to represent the instructor in administering exams and to forward completed exams to the instructor, ensuring an appropriate testing environment and security for students' work.

In situations where the instructor of a live interactive class chooses to proctor the exam at all locations through the two-way audio / two-way video environment, the role of the proctor includes all areas specified below with the exception of being in the classroom during the time of the exam. Instructor responsibilities remain the same.

- I. Obtaining exam proctors for distance learning courses is the responsibility of the course instructor. The instructor may request assistance in obtaining suitable proctors from School of Nursing staff and faculty, from institutions with which the SON is affiliated through a contractual agreement, as in the case of Jacksonville State University, or from a student's employer. In instances where two or more proctors are required for the same course at a given site, the instructor assumes responsibility for making arrangements with each proctor.
 - A. Proctors may include School of Nursing staff and faculty members, faculty members and non-student administrative staff at affiliated institutions, and workplace human resources administrators. Unapproved proctors include co-workers, students enrolled at TSU, student tutors, and secretaries other than those affiliated with the School of Nursing or an affiliated institution.

II. Instructor Responsibilities

Instructors must furnish proctors with all materials required for exams, including test booklets and answer sheets, envelopes for returning completed exams and/or answer sheets to the instructor, and specific instructions for handling the test materials.

- A. Proctors must be given an exam schedule at the beginning of the semester; this schedule must include exam dates, times, and whether proctors are required for the post-test review. Any date or time changes to the schedule must be shared with the proctors. If a proctor is unable to make a schedule change that occurs after the initial schedule is posted, the instructor will work with the proctor to identify an alternate.
- B. Exams must be sent to the proctor at least five working days prior to the examination period. The instructor and proctor may choose to transfer tests to the proctor via the postal service, TSU courier, or an email attachment. Security for the transfer responsibility must be shared among all individuals involved, however, the instructor must assume ultimate responsibility for test security.
- C. In locations where the instructor may be in the same classroom as the student, no students' questions may be answered unless all students taking the exam have access to the same information provided.
- D. Instructors must provide clear instructions to proctors regarding disposal or return of exams to the instructor and return of the answer sheets (i.e., making copies of answer sheets prior to return, faxing or mailing answer sheets). For live interactive classes, proctors must be informed at the beginning of the semester if their presence is needed for test review following the exam.

III. Proctor Responsibilities

Proctors represent the instructor in terms of establishing an appropriate test environment for students.

- A. Proctors must maintain the exam schedule agreed upon with the instructor at the beginning of the semester. Once the initial schedule is set, a proctor who is unable to proctor a scheduled exam must assist the instructor in finding an acceptable alternate. All alternates must adhere to the eligibility guidelines as established in Section I. Proctors who are unable to readjust their schedules due to a schedule change by the instructor once the semester has begun are requested to assist the instructor in finding an acceptable alternate if the schedule change is not compatible with the proctor's schedule.
- B. Proctors must work with the instructor in identifying the safest, most expedient method of materials transfer. Options include using email attachments, the postal service, and the TSU courier. Security for the transfer responsibility must be shared among all individuals involved. Although the instructor assumes ultimate responsibility for test security, proctors are asked to assume responsibility for test security on computers and in filing cabinets at student sites.
- C. The following guidelines apply for examination periods:
 1. Proctors should ensure that all books and notes are out of sight prior to the beginning of the exam.
 2. Proctors must not answer students' questions once exams have begun.
 3. No student should leave the testing room until the exam is completed and the test booklet and answer sheet have been submitted to the proctor.
 4. Proctors must remain in the testing room until all students have completed exams.

D. Following the exam, test booklets should be shredded or returned to the instructor, according to individual instructor preferences. Live interactive classes may have test reviews scheduled following exams; proctors must be available for this review if test booklets are involved (see II-D).

IV. Posting test grades

As a courtesy, proctors are asked to post exam grades if requested by the instructor.

Instructors must have students' written permissions before any grades are posted.

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