

**Virtual Campus
Harrisburg Area Community College (HACC)
Off-Site Test Proctoring Instructions and Form**

Student Qualifications to Obtain A Proctor

A proctor is an approved adult who observes a student who is taking an examination for the purpose of assuring academic honesty and test integrity. Students need to secure a proctor at an off-site location if:

1. The student is unable to come to one of HACC's physical campuses to take a required proctored exam, and
2. The student lives or works more than 50 miles from any HACC Campus. (This includes guest students, active military students, and students out of state and out of the country.)

Note: Students who have medical, physical, or other special needs which make travel difficult, should make testing arrangements with the Office of Disability Services at one of HACC's physical campuses.

Proctor Qualifications

An approved proctor must be one of the following professionals.

1. A university, college or community college testing center proctor. (If the university, college or community college has a test center, students are expected to have their exams proctored there.)
2. Professional testing center proctor.

If no university, college, community college, or professional test center is available, a proctor may be selected from the list below. **In all cases, the proctor must be willing to stay with the student for the full duration of the exam.**

3. An educational administrator at a university, college, or community college which does not have a testing center.
4. For personnel of the armed forces, any commissioned or non-commissioned officer of higher rank than the student, an education officer or specialist, or base librarian.
5. A public librarian.

Note: Friends, relatives, neighbors and direct supervisors of the student are NOT permitted to proctor examinations.

Arranging for a Proctored Examination

To take an off-site proctored exam, the student must secure an approved proctor and an approved test location as follows.

1. **Find a proctor and test site.** Contact the testing center at a university, college, or community college near you. If no testing center is available at that institution, contact a professional testing center, a post-secondary educational administrator, military base, or as a last choice, a public library. Ask for a qualified individual to proctor your examination. If the person agrees, arrange a date and time for the exam. You are responsible for paying any expenses involved, including postage or fax charges, to return the exam.
2. **Fill out paperwork to get proctor and test site approved.** Complete the information required on the Test Proctoring Request Form (see page 3) and have the proctor sign it. Mail or fax it to the Virtual Campus Office (717) 909-1493. The request must be received by the Virtual Campus office no later than 10 working days before the first day of testing.
3. **Await approval.** The instructor may approve or disapprove the proposed proctor based upon the instructor's assessment of the request after contacting the proctor. You will be notified by your instructor if the proctor is approved or not approved.
4. **Your proctor will receive your exam.** After your request is approved, the exam(s) and instructions will be mailed or emailed to the proctor. It is the student's responsibility to confirm the date and time of the exam with the proctor.
5. **Your proctor will return your exam.** Your proctor must return the exam to the instructor by the date marked on the Off-Site Proctor Instruction Sheet which will be sent with your exam.

Note: Notify the instructor and the proctor if you need to reschedule your exam.

**Virtual Campus
HACC
Test Proctoring Request Form**

The form must be received in the Virtual Campus Office **at least 10 working days in advance of the test date**. Mail to Virtual Campus Office, HACC, ONE HACC Drive, Harrisburg, PA 17110-2999, or fax to (717) 909-1493.

This section needs to be completed by the student.

Subject & Course #: (ex. ACCT 101) _____

Course CRN: _____

Name of Instructor: _____

HACC ID Number: _____

Name of Student: _____

Student's Address: _____

Student's Daytime Phone #: _____

Student's HAWKmail account: _____@hawkmail.hacc.edu _____

Proposed Dates of Exams:

1: _____ 2: _____

3: _____ 4: _____

Reason for Request: (see Student Qualifications to Obtain a Proctor, Page 1)

I have read and understand the **Student Qualifications to Obtain A Proctor (Page 1)**

Student's Signature _____ Date _____

**This Section Needs to be Completed and Signed
by Proposed Proctor**

Name of Person Proposed as a Proctor: _____

Business Mailing Address of Proposed Proctor: _____

(Note: Exams will not be mailed to home addresses)

Proctor's Day Time Telephone #: _____

Proctor's Fax Number: _____

Proctor's Email Address: _____

Qualifications of Proctor

See Proctor Qualifications (Page 1):

(Please list qualifications and degrees on lines below)

Check the boxes that apply.

- I attest that I am not a friend, relative, or direct supervisor of the student.
- I have read and attest that I meet the proctor qualifications (see Proctor qualifications page 1).
- I attest that I can and will provide an appropriately secure environment for this student to complete the designated examinations for this course and will abide by the instructions of the instructor.
- I attest that I will retain the confidentiality of this examination from all persons except the instructor and will return the examination strictly according to the instructions provided by the instructor and Virtual Campus Office.
- I understand that I will not be compensated by Harrisburg Area Community College for any costs associated with proctoring examination(s).
- I am able and willing to stay with the student for the full duration of the exam.

Signature of Proctor _____ **Date** _____

Mail form to Virtual Campus Office, HACC, ONE HACC Drive, Harrisburg, PA 17110-2999, or fax to (717) 909-1493.

INSTRUCTOR'S APPROVAL OF PROCTOR - ____ **APPROVED** ____ **NOT APPROVED**

SIGNATURE: _____