

**HACC---Virtual Learning
Online Course Test Proctoring 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 must secure a proctor at an off-site location if:

1. The student is unable to come to one of HACC's 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 campus locations.

Approved Proctors

If a student is unable to take his or her examination(s) at any of HACC's campuses or locations, the student must arrange to have the examination(s) supervised by an appropriate proctor. Qualifications of the proctor must accompany the Test Proctoring Form. Suitable proctors are listed below.

The following two approved proctor options are preferred by Harrisburg Area Community College.

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.

1. An educational administrator at a university, college, or community college which does not have a testing center.
2. For personnel of the armed forces, any education officer. If an education officer is not available, a commissioned or non-commissioned officer (NCO) that is not a direct supervisor.

Note: In all cases, the proctor must be willing to stay with the student for the full duration of the exam. 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, or military base. Retain a qualified individual to proctor your examination. 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 Form (page 3 and 4) and have the proctor sign it. **Email completed and signed form to your instructor.** Your instructor must receive the completed form no later than 10 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 (email is the preferred method). 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 (email preferably) 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.

**Off Site Test Proctoring Form
HACC---Virtual Learning**

Your instructor must receive this form at least 10 working days in advance of the test date.
Email completed form to your instructor's preferred email address.

This section needs to be completed by the student.

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

Name of Instructor: _____

Instructor's Email Address: _____

HACC ID Number: _____

Name of Student: _____

Student's Address:

Student's Daytime Phone #: _____

Student's HAWKmail: _____

Dates of Proposed Exams:

1: _____ **2:** _____ **3:** _____ **4:** _____

Reason for Request: (see 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 Proctor: _____

Name of Proposed Test Site: _____

Work Address of Proposed _____

Proctor: (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 Approved Proctors (Page 1):

(Please list qualifications and degrees or job title and/or rank on lines below, and check the boxes below after reading the statements.)

Job Title and/or Rank: _____

Qualifications: _____

Degrees: _____

- 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 Approved Proctors 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 further 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 Harrisburg Area Community College.
- I understand that I will not be compensated by HACC for any costs associated with proctoring examination(s).

Signature of Proposed Proctor

Date

Student: Please email this completed and signed Off Site Test Proctoring form to your instructor.

Instructor's Approval: _____