BRIDGERLAND
TECHNICAL COLLEGE

911.1 – DEFINITION

911.1.1 – Proctored Examination

A proctored exam is a supervised exam delivered either through a web-based remote proctoring service or in a face-to-face setting overseen by an impartial individual. Both methods monitor the student during the exam.

911.2 – RESPONSIBILITIES

911.2.1 – Student Responsibilities

If the exam is to be taken in a face-to-face setting: Students are responsible for arranging a proctor to oversee their exam process. They must obtain a proctor site approval form from the Bridgerland Technical College Assessment Center (or Web site) and have the proctor complete the top portion of the form. The student must then submit the completed form to the department head for approval at least two (2) weeks prior to the examination date. Students are expected to demonstrate academic integrity throughout all phases of the proctored testing process and are responsible for making sure their proctor has been approved and their exam requests have been submitted. Students are also responsible for arranging a test date with both their instructor and proctor.

If the exam is to be taken utilizing web-based remote proctoring service through the College's learning management system, students are responsible to log into the learning management system from a location free of distractions and interruptions and follow assigned proctoring protocols as instructed before starting the exam.

911.2.2 – Faculty Responsibilities

The program department head or his/her designee is responsible for approving the student's approval form. Instructors are responsible for providing instructions for test administration and any applicable passwords to the student's approved proctor.

The online course instructor is responsible for enabling the web-based remote proctoring service within the College's learning management system and establishing the level of security and monitoring for each exam. The department head will determine the application's settings. Instructor(s) will monitor protocols and security levels for all proctored exams.

911.2.3 – Proctor Responsibilities

A proctor is an individual certified by the College who agrees to supervise an examination for a student. They have the responsibility to facilitate fairness and integrity during testing situations. A proctor may be an upper-level manager, school administrator or guidance counselor, librarian, teacher, test administrator from another school, training employee, human resource's official, or minister of an established church, synagogue, or mosque. Relatives or friends may not serve as a proctor. Proctors must certify that they are not related to the student, nor are they a close friend, neighbor, church official, athletic personnel, or employer of the student. Proctors must obtain the tester's identity from a valid picture I.D. and verify that they will administer the exam(s) in accordance with the instructions provided by the College. Online exams must neither be administered on the student's computer, nor will students have access to exam passwords. Proctors must collect all papers and questions at the conclusion of the exam. A proctor should never leave the student unattended during the examination.

TECHNOLOGY ENHANCED INSTRUCTION – SECTION 900

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911.2.4 – Testing Center Responsibilities

The Bridgerland Assessment Center staff is responsible for providing testing materials, passwords, instructions, etc., to the approved proctor. If test results are not provided to the student through the testing process, the Assessment Center will mail exam results to the student as soon as they are received.