

EXTERNAL PROCTOR ARRANGEMENTS

Student Proctoring Requests

Individuals that can serve as an external proctor are listed under Criteria for Approving a

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Criteria for Approving a Proctor

The Proctor's relationship to the student must fit the following guidelines:

- x faculty member, administrator, or other professional staff member of a school or college
- x employee of a commercial testing center
- x educational counselor
- x library staff member
- x member of the clergy
- x V W X G H Q W ¶ V V X S H U Y L V R U D W Z R U N
- x peace officer
- x justice of the peace
- x court official
- x town clerk
- x council member
- x lawyer
- x doctor
- x engineer
- x or a member of a generally recognized professional organization

Additionally ;

- x There must be no previous complaints/concerns regarding the proctor.
- x There must be no previous complaints/concerns regarding the student.
- x The request must be received within the required time frame unless/or change of student status warrants late request.
- x In cases of questionable requests, the proposed proctor will be contacted by the instructor to confirm relationship to student.

Procedures for Administering Tests Using an External Proctor

- x All requests will be confirmed for students within 72 hours of receipt by the instructor.
- x All tests and/or test release information will be sent to the proctor via email or fax by the instructor. Additional information sent should include a letter and instructions, as well as return information. (Students requesting proctored tests must provide the proctor with postage and envelopes necessary for the return of paper tests and/or electronic materials.)
- x Returned tests/exams requiring grading will be graded and recorded by the instructor.
- x Problems or concerns related to proctoring will be shared with the instructor for determination of action.
- x Should problems arise before/during the testing process, proctors should first contact the instructor. If the testing is being completed through Brightspace, proctors may also use the below noted contacts for support and/or to provide feedback on the proctoring process.

For Assistance:

Monday ±Friday, 8:30 am ±4:30 pm (AST)

Via email

After hours support

1-877-491-6774 (press 4)

Online.learning@nsc.ca

(902) 491-HELP



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Expanded Proctoring Procedures

Summary of Steps:

1. Student submits the completed Student/Proctor Agreement Form to their instructor.
2. Instructor goes through steps to approve or disapprove the proctor requested based on the approved criteria outlined.
3. Test Material is sent via email/fax to the proctor by the instructor, if required.
4. Completed tests are returned to the instructor or shredded, according to the test instructions in the test header.
5. The Instructor grades tests according to course specifications and submits grades.
6. The Instructor posts grades for student review.
7. Paper tests (used and not used) and electronic test files are returned to the instructor.

