Sauk Valley Community College Testing Center

Off-Site Proctoring Policies and Agreement

When proctored testing of SVCC online classes is required to be held off-site it is important that the level of integrity of the test(s) follow the same policies as practiced at the SVCC Testing Center. The information that follows outlines your responsibilities as a proctor and also provides you with procedures for administering exams.

The off-site proctor shall read the requirements and policies below, sign the attached Proctor Agreement and fax it to 815.835.5211 or email it to testing@svcc.edu.

Off-Site Testing Environment

The designated off-site testing environment should be a private and secure place where the student has the ability to concentrate without distractions and to also be monitored continuously by the proctor.

If a password is required for an exam it will be sent to the off-site proctor via email after a signed proctor agreement has been received by SVCC Testing Center staff.

Off-Site Proctor Responsibilities

- Verify the student’s identity with a photo ID.
- Provide scratch paper if *indicated in the exam proctoring instructions* and then collect and shred scratch paper when student is finished testing.
- Follow the guidelines given by the SVCC class instructor. i.e. time limits, allowing or not allowing instructional aids, test close date, etc.
- Continuously watch students while they are testing.
- Ensure that student cannot access prohibited items as described in the Off-Site Testing Policies below.
- Proctor will not help work problems or indicate whether the methodology or answers are correct.
- Students should not be allowed to talk to other students.
- If the exam is proctored online do not give the exam password to students.

Off-Site Testing Policies

- Students cannot leave the designated off-site testing area during tests nor can students return to the designated off-site testing area to finish tests at a later time unless their instructors have made such arrangements.
- Electronic devices such as, but not limited to, cellular phones, iPods, MP3 players, PDAs, DVD players, pagers, computers, CDs, removable storage devices, calculator watches,
clocks or watches with alarms, spellcheckers, visual or audio recording or listening devices, and digital cameras are not allowed in the designated off-site testing area.

- No foods, drinks, or tobacco products are allowed in the designated off-site testing area.
- No calculators, dictionaries, notes, unauthorized aids such as slide rules, rulers, translation aids, highlighters, etc. are allowed unless specified by instructors.
- No personal property such as hats, coats, or sunglasses are allowed in the designated off-site testing area.
- Purses, wallets, backpacks and briefcases, and other personal items must be placed in a designated area where they can be supervised by the proctor or left in the student’s car.
- If suspicious behavior is displayed such as looking down in lap, hands in lap, viewing another student’s work, etc. the proctor may ask the student to stop the behavior and contact the SVCC Testing Center at (815)835-6530.
- Students found guilty of academic dishonesty are subject to disciplinary action as found in the SVCC Student Handbook (https://www.svcc.edu/students/student-handbook.pdf).

If you have any questions regarding this process or experience any problems while administering an exam, call the SVCC Testing Center at 815.835.6530.

Revised November, 2014
SVCC Off-Site Proctor Agreement

This form should be signed by the person(s) designated as an off-site proctor for SVCC classes. When completed, the form should be faxed to the SVCC Testing Center at 815.835.5211 or emailed to testing@svcc.edu.

Name of Class

Name of Proctor(s)

Location of Proctor(s)

Describe the off-site testing environment.

1. How many computers are in the room?

2. Is the room used for purposes other than testing? If yes, please describe.

3. How is the noise level of the room controlled?

I have read and agree to the SVCC Testing Center off-site proctoring requirements and policies listed above.

Proctor Signature

Date

Proctor Signature

Date

Proctor Signature

Date

Proctor Signature

Date