

Information for Proctors

Proctors must read the **Information for Proctors** document and complete and sign the **Proctor Approval Form**.

Receipt of Exam

- If the exam is a printed exam, you may choose to receive a paper examination by mail or a printable pdf via email.
- If the exam is an online exam, you will receive a password on the **Proctored Test Request Form** or via email from the instructor. You will need to enter the password in order for the student to access the examination. Please type the password yourself and do not give the password to the student.
- Please keep the examination or examination password in a safe and confidential place.
- With the examination, you will also receive information on the time limits and any other pertinent information as well as what the student may have access to during the examination.

Examination Procedures for Paper Exam

The proctor will verify the student's identity with a picture ID (e.g. student ID, driver's license, passport, government ID). The student should be given only the time specified to work on the exam. The instructor will identify any supplemental material, communication devices, or other special exam aids on the **Proctored Test Request Form**.

Examination Procedures for Electronic Exam

Verify the student's identity with a picture ID. The computer used for the exam must have Internet access. At the time agreed upon for the examination, the student will log into PCC's Moodle learning management system to access his/her course. Upon following a link to the examination, he/she will be prompted to enter a password to gain access to the examination. At that time, you should enter the password that was sent to you via email. Please enter the password yourself and do not give the password to the student. The password will allow access to the examination. Please do not enter the password until the student is ready to take the exam, as this starts the clock on the exam. Timed exams will deny access to the student when the time expires.

Return of Paper Exams

At the completion of a paper examination, please collect the exam and do one of the following:

- Mail the exam to the instructor; an address will be provided.
- Scan the exam and e-mail to the instructor at the provided e-mail address. Hold the original exam in a safe place until the instructor confirms that a readable copy was received, then destroy the exam.