

Proctoring Procedures

The following are the procedures for proctored exams or assignments.

Disability-related accommodations: Students with disabilities should contact PCC's Student Services for disability-related accommodations in the proctoring process.

On-Site Proctored Exams: On-site proctored exams will be administered in the Library located on the main campus in the Johnson Building Room 181. Instructors who wish to schedule a proctored exam should complete the **Proctored Test Request Form** and submit the form to the Director of Library Services. This must be done 10 business days prior to the exam date. The Library provides proctoring Monday through Thursday. Students must contact the Library at least 2 business days prior to schedule their test time period. No walk-ins will be permitted. Library staff will administer the test, but do not provide constant supervision due to other duties.

Proctor Responsibilities:

1. Verify the identity of the student(s) by examining a valid photo ID and comparing the name(s) appearing on the tests (e.g. student ID, driver's license, passport, government ID).
2. Follow any specific instructions provided by the instructor.

Instructor Responsibilities for On-Site Proctored Exams:

1. Complete the **Proctored Test Request Form** listing each student to be proctored and submit the form to the Director of Library Services. Requests should be completed at least 10 business days prior to the date(s) the exam will be administered and include appropriate instructions.
2. Provide a password will be provided on the **Proctored Test Request Form**.
3. Provide a range of dates for the exam to be completed. (i.e. Oct 1st through Oct 8th)
4. Set a test time limit (if desired) in Moodle.

Off-Site Proctored Exams

If an exam will be proctored off-site, instructors should have students determine a proctor and complete the **Proctored Test Request Form** by the 10% point (census date) of the course. It is the responsibility of the student to complete the process to obtain an off-site proctor and submit the **Proctor Approval Form** to their instructor for approval. Students should confirm their proctor has a business e-mail address, reliable access to the Internet, the ability to download and print PDF and Word documents, and have access to a scanner (for returning completed exams). **The off-site location and proctor must be approved in advance by the instructor.**

The proctor must be an adult who is not related to the student by marriage or blood and is not currently a student at Pamlico Community College. Every attempt shall be made by the instructor to provide a cost-free option to a proctored exam or assignment, therefore, any cost associated with a proctored exam or assignment is the responsibility of the student.