

Southeastern Technical College

Proctoring Instructions

(Required for Proctors other than the Instructor)

1. The proctored event materials (exams or assignment instructions) are to remain sealed in a locked room, drawer or cabinet. Online materials are password protected and the proctor will be e-mailed login instructions. The student cannot see or handle the materials before the administration of the proctored event. Specific directions for other types of proctored assessments such as presentations will be emailed by the instructor to the proctor.
2. The student must present photo identification, such as a STC Student ID, driver's license, passport, etc.
 - a. Off-campus proctors are to verify the identification of the student by viewing a photo-identification, such as a STC Student ID, driver's license, passport, etc. and should return the completed and attached **Off-Campus Proctored Event Registration Form**. The form is to be completed in your presence. Proctors are to check the information and signature against the identification presented to ensure that the student before you is the correct student to be completing the event for the scheduled course.
 - b. On-campus proctors other than the instructor should return the **On-Campus Proctored Event Registration Form** to the instructor. The form is to be completed in your presence. Proctors are to check the information and signature against the identification presented to ensure that the student before you is the correct student to be completing the event for the scheduled course.
3. If the event has a time limit, please make sure that the student does not go beyond the time limit stated on the detailed instructions provided by the instructor (to be sent via separate e-mail).
4. If the event is to be completed on-line, the materials will **automatically** be submitted at the end of the allotted time. Suitable conditions and a quiet environment are extremely important.
5. At the conclusion of the administration, return all event materials per the instructions provided by the instructor. Where applicable, please include any used scratch paper that the student may have used. Online assessments may not have any testing materials to return, but all proctored events require the return of the items listed in step 2.
6. Regardless of how you return the originals, we ask that you keep a copy of the completed materials on file until you receive an email confirmation from the instructor's work email in case the package is lost in transit. Do **not** allow the student to keep a copy of his or her materials. Do not allow the student to keep scratch paper, if applicable. Online assessments will be submitted automatically via the internet and will not require the proctor to keep copies.
7. The following must be read to the student before he/she is administered the event materials.
 - a. Make sure you are completing the event for the course in which you are registered.
 - b. Note the time that you are allowed for the event and pace yourself accordingly.
 - c. You are not allowed to use any notes or reference materials unless stated otherwise in the instructions provided by the instructor.
 - d. If you are caught using any unauthorized materials, your event materials will be confiscated and you will receive a 0 (zero) on the event and the steps of STC's Academic Dishonesty Policy will be followed.

Thank you for your assistance and willingness to serve as a proctor. If you have any questions, please call or email the instructor as the first point of contact. If further assistance is needed, contact [Sonya Wilson](mailto:swilson@southeasterntech.edu), (swilson@southeasterntech.edu), 478-289-2298, or [Stephanie Moye](mailto:smoye@southeasterntech.edu), (smoye@southeasterntech.edu), 912-538-3161, or [Gina Robison](mailto:grobison@southeasterntech.edu), (grobison@southeasterntech.edu), 912-538-3122.