5.1.6.p.3. Procedure: Southeastern Technical College Proctoring


In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event (a major exam, assignment, or presentation, etc.). The event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events should be completed after the 65% point of the semester.

The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The instructor, another College employee, or high school counselor will monitor the event.

**Approved Methods**

**On-Campus**

The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The instructor will be responsible for scheduling of date(s), time(s), lab, etc. On-campus proctors will administer the On-Campus Proctored Event Registration Form.

**On-Campus Proctored Event Registration Form**

Instructors, mentor instructors, and on-campus proctors will be required to administer the On-Campus Proctored Event Registration Form at the time of the proctored event. If the event is proctored by anyone other than the instructor, the form will be filled out in its entirety and returned (if appropriate) with the hard copy test, note sheets, or any other paperwork outlined by the instructor. If the instructor administers the form, the instructor will simply save the completed form.

**Off-Campus**

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements as outlined on the Proctor Scheduling and Approval Form. Students arranging off-campus proctoring will take the event on the same day(s) it is originally scheduled. Proctors must follow the Proctoring Instructions, which includes administering the Off-Campus Proctored Event Registration Form.

**Proctor Scheduling and Approval Form**

Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Getting Started section in Blackboard and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

**Proctoring Fees**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**Off-Campus Proctor and Site Qualifications**

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event and for submitting the required approval form for each event. The proctor must meet the following criteria:

* be a teacher, professor, librarian (or full-time library staff member), or administrator in a nearby public secondary school, college, university, library, or testing center;
* be a commissioned officer whose rank is higher than the student's own (for students in the military only).

Proctors cannot be family members, friends, or co-workers.

Students must confirm that their proctor and/or the event site have the following:

* a business e-mail address (Exam materials are not sent to proctors who do not have a business e-mail address.);
* a quiet, appropriately lit, and furnished location in which to complete the exam or assignment;
* an available computer with reliable access to the Internet;
* the ability to download files (some exams may require downloaded components);
* a printer with the ability to print PDF documents;
* and access to a fax machine or scanner (for returning completed documents to STC)

**Approved Proctor List**

Proctors who have been approved by a Southeastern Technical College instructor will have their name placed on the Approved Proctor Form that will be maintained by the Academic Affairs Secretary and kept on the S Drive.

**Proctoring Instructions**

Proctors will follow the guidelines as outlined in the Proctoring Instructions form. The instructor will send this form and any test materials or instructions to the proctor.

**Off-Campus Proctored Event Registration Form**

Approved proctors will be required to administer the Off-Campus Proctored Event Registration Form at the time of the proctored event. The form will be filled out in its entirety and returned (if appropriate) with the hard copy test, note sheets, or any other paperwork outlined by the instructor.

**Proctored Event Scheduling/Makeup**

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion.

**Students Failing to Complete the Proctored Event**

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a WF (Withdrawn Failing) and will be disabled in Blackboard. The last date of attendance will be the last day an academic activity is completed. If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.

**Access to Proctored Event Materials**

In order to facilitate proper access to proctored event materials (exams and/or assignment documents and instructions), and to limit potential misuse of the materials, they will not be made available to the student prior to the scheduled proctored event. Such materials will either be sent directly to the approved proctor, or if provided via the online Learning Management System (LMS) will be password protected. Access to the materials will be provided to the approved proctor via e-mail by noon on the business-day prior to the scheduled event.

**Adjunct Instructor Information**

Adjunct instructors who are unable to come to campus will coordinate their proctored event with their on-campus mentor(s).

Adjunct instructors will contact the Academic Affairs Secretary to reserve a lab for the event.

**Statement for Syllabus**

**All online course syllabi will include a statement outlining proctoring requirements. The required statement is located on the online course syllabus template that is saved on the S Drive.**

***References***

Exhibit: [Proctored Event Registration Form (On-Campus)](https://ies.southeasterntech.edu/College_Documents/Forms/ProctoredEventRegistrationFormOnCampus.pdf)

Exhibit: [Proctored Event Registration Form (Off-Campus)](https://ies.southeasterntech.edu/College_Documents/Forms/ProctoredEventRegistrationFormOffCampus.pdf)

Exhibit: [Proctor Scheduling and Approval Form](https://ies.southeasterntech.edu/College_Documents/Forms/ProctorSchedulingAndApprovalForm.pdf)

Exhibit: [Proctoring Instructions](https://ies.southeasterntech.edu/College_Documents/Forms/ProctoringInstructions.pdf)