

## Savannah Technical College Off-Site Proctor Procedures

Students who are enrolled in online courses are required to verify their identity by taking an examination (as determined by the instructor) on one of Savannah Technical College's campuses. Students who reside outside of the College's service area (Chatham, Effingham, Liberty, and Bryan counties) may elect to have their exam proctored by following the steps below:

### Step One:

The student will find an individual from the approved list of positions below that is willing to proctor their exam:

- A faculty member or administrator of an accredited university or college.
- A school superintendent, principal, or counselor.
- A clergy member.
- A librarian.
- A commissioned officer whose rank is higher than the student's own (for military students).
- A non-commissioned officer of senior rank (for military students).
- A corporate education director.

Please note that any individual chosen from this list must have an e-mail address associated with the institution or business for which they work and may not be related to the student. Personal e-mail addresses (@gmail.com, @yahoo.com, etc) will not be accepted.

### Step Two:

The student will take the "Proctor Responsibilities and Guidelines" document and the "Proctor Approval Application Process" that is included in this packet to their proposed proctor. **The proctor will fill out the application online.** The completed application will be sent to Sherry Heidkamp, Distance Education Specialist. If the proctor is approved, the proctor, the student, and the student's course instructor will receive a confirmation e-mail from Ms. Heidkamp (Distance Education Specialist) stating the approved status of the proctor and outlining the next steps in the process. If there are any concerns regarding the proctor's eligibility an e-mail will be sent to the potential proctor addressing those concerns.

### Step Three:

Once the student receives the confirmation e-mail that their proctor has been approved they will coordinate with their proctor to arrange their meeting time during the period specified by his or her instructor and the meeting location. These decisions are strictly between the proctor and the student within the guidelines of the instructor. The student's course instructor or the distanced education specialist will provide any necessary information directly to the proctor via e-mail.

### Step Four:

The student will arrive at the designated time and location to take his or her exam. Once the exam has been completed the proctor will e-mail notification to the student's course instructor or the distance education specialist of the exam completion. If the student fails to take the exam the student will receive a grade of zero for the exam.

## Proctor Responsibilities and Guidelines

All proctors must adhere to the following responsibilities and guidelines:

- Confirm the exam arrangements with the student in writing (*e-mail is acceptable*).
- Provide the student with directions to the testing facility.
- Abide by the guidelines below and those listed on the Proctor Approval Application.
- Administer the exam in a location that provides a comfortable testing environment.
- Request to view a copy of the student's photo ID once the student arrives to take the exam.
- Supervise the student taking the exam by staying in the testing area with the student and answering only those questions pertaining to the test process.
- Terminate the exam if the student displays improper conduct (*see the Savannah Technical College Honesty Policy below*).
- Notify the college once the student has completed the exam.

### Savannah Technical College Honesty Policy:

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Disciplinary Sanctions section. Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any technical college official, faculty member or office.
- Forgery, alteration, or misuse of any technical college document, record, or Instrument of identification.
- Tampering with the election of any technical college recognized student Organization.

### Proctor Activities Checklist:

- Read, understand, and accept the above Proctor Responsibilities and Guidelines.
- Complete the Proctor Approval Application found at <http://bit.ly/stcproctorapp>.
- Once the approval e-mail has been received, you will receive a follow-up e-mail providing exam details.
- Once you receive exam directions, read over them to make sure you do not have any questions. Questions should be directed to the course instructor or Ms. Heidkamp for clarification prior to the exam date.
- Coordinate with the student to arrange the test date and time.
- Proctor the exam.
- Send confirmation e-mail of student completion (or failure to show) to Ms. Heidkamp (sheidkamp@savannahtech.edu)

*This page should be given to the proctor.*

*Updated 2/29/2012.*

# Savannah Technical College Proctor Approval Application Process

## Information you will need from the student to complete the Proctor Application:

- From the student:
  - Exam Type – Midterm, Final, or Make-Up Exam
  - Student Name
  - Student ID Number
  - Student E-mail
  - Student Phone
  - Course and CRN
    - Up to four courses can be used on one form.
    - Example: ENGL 1100 CRN 20224
- You will be required to provide:
  - Name
  - Title/Position
  - Employer
  - Employer Address
  - Phone
  - E-mail
- **Once you have collected the required information complete the Proctor Approval Application found at <http://bit.ly/stcproctorapp>.**

## **As a proctor you must fall into one of the positions listed below:**

- A faculty member or administrator of an accredited university or college.
- A school superintendent, principal, or counselor.
- A clergy member.
- A librarian.
- A commissioned officer whose rank is higher than the student's own (for military students).
- A non-commissioned officer of senior rank (for military students).
- A corporate education director.

You must have an e-mail address associated with the institution or business for which you work and may not be related to the student. Personal e-mail addresses (@gmail.com, @yahoo.com, etc) will not be accepted.

***This page should be given to the proctor.***

*Updated 2/29/2012.*

## Student Checklist for Finding a Proctor

This checklist will provide a summary of the steps listed on the first page of this packet so that you may record and check off each activity as it is completed.

### Student Activities Checklist:

- Locate a potential proctor from the approved list of proctors provided on the first page of this packet.
- Provide the potential proctor with the Proctor Responsibilities and Guidelines page from this packet.
- Provide the potential proctor with the Savannah Technical College Proctor Approval Application Process page from this packet. (2<sup>nd</sup> Page)
- If the potential proctor agrees to the responsibilities and guidelines then provide your proctor with all the required details for them to submit their approval application online. (3<sup>rd</sup> Page)
- If your proctor is approved, arrange the exam date and meeting time. If your proctor is not approved, work with the proctor to correct any issues that were listed that prevented the proctor from being approved or locate a new proctor and begin again with the process.
- Arrive and complete your exam.
- E-mail your instructor and let them know your exam has been completed.