



PTCC Academic Proctoring Procedure

Date: 8/22/2018

Purpose: To establish the procedures for academic test proctoring in the PTCC Testing Center. This includes accommodated testing, distance testing and makeup testing.

Arranging for makeup test proctoring is the responsibility of the faculty. This includes the responsibilities listed below. The PTCC Testing Center is available to proctor makeup exams.

Responsibilities:

Faculty

1. Faculty will complete the online Faculty Proctoring Request Form, found at [Faculty Proctoring Test Form](#), and provide all of the necessary information required for the PTCC Test Administrator to proctor the exam. No exam will be administered without a completed Proctoring Request Form.
2. Deliver paper exams to the PTCC Testing Center, office 124 (if after hours, slide under door) or email the exam to proctoring@pine.edu.

PTCC Testing Center

1. All exam appointment will be confirmed with student/tester and faculty via email.
2. Store all tests in a secure location.
3. Follow the instructor's requirements for administering the exam per the Faculty Proctoring Request Form. These may include a time limit, specific allowable equipment (such as a calculator and inclusion or exclusion of books and/or notes), etc.
4. Report any academic dishonesty to faculty.
5. Return all tests in a timely manner to the location designated on the Faculty Proctoring Request Form.

Student

1. Student will request a proctored exam by emailing proctoring@pine.edu 48 business hours in advance of desired appointment time. Please include the faculty name, the course, and date and time requested.
2. Student will report for test at scheduled time, sign in, and provide appropriate identification.