



# ACADEMIC PROCTORING PROCESS

**Purpose:** To establish the procedures for academic test proctoring in the testing center. This includes accommodated testing, distance testing and make-up/retake testing. ***Please see the responsibilities for each participant below:***

## Faculty

- Faculty will complete the online Faculty Proctor Request Form no later than 24 business hours prior to the test date/time. This form includes all necessary information required to proctor the test. No test will be administered without a completed Faculty Proctor Request Form.
- Deliver all testing materials no later than 24 business hours prior to the test date/time to the Testing Center (Office 124). If after hours, slide paper tests under the door, or email tests to [proctoring@pine.edu](mailto:proctoring@pine.edu).

## Testing Center

- All test appointments will be confirmed with the student and faculty via email.
- All tests are stored in a secure location.
- Follow the instructor's requirements for administering the test per the Faculty Proctor 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.).
- Report any academic dishonesty to faculty.

## Student

- Student will request a proctored test by emailing [proctoring@pine.edu](mailto:proctoring@pine.edu) 48 business hours in advance of their desired appointment time. Please refer to the Scheduling an Appointment document for detailed information.
- Student will report for their test at the scheduled time, check-in, and provide appropriate identification.