



Athletic Department Proctoring Instruction and Certification Guidelines

The MSU athletic department will allow tests to be proctored to student-athletes only when the following conditions are met. Also, it shall be understood that it is at the sole discretion of the instructor as to whether or not a student-athlete shall be allowed to take a test or complete an assignment which is administered by a member of the athletic department (including a coaching staff member).

- 1) The student-athlete must meet with the faculty member to discuss arrangements for all assignments/tests missed while traveling with his/her respective athletic team.
- 2) If the faculty member agrees to allow a test, quiz or other assignment to be administered while the student-athlete is traveling for an away-from-home contest, the student shall notify the professor that a representative from the Athletic Department Academic Center will be contacting him or her to make the necessary arrangements. It is the student-athlete's responsibility to contact the Athletic Department Academic Center with the request and allow ample time for the arrangements to be made.
- 3) An Athletic Department Academic Center employee will contact the professor and notify him/her of the athletic department policies concerning proctored tests, quizzes or other assignments. The Athletic Department Academic Center will provide the *Athletic Department Proctoring Instruction and Certification Form* to the Professor and collect the necessary information.
- 4) As stated on the *Athletic Department Proctoring Instruction and Certification Form*, the following aids and equipment are prohibited during the test or assignment unless specifically approved in writing from the instructor: class notes, calculators, computers, extra paper, books, cell phones, MP3 players, PDAs, and any other electronic device. The instructor also shall note any other specific instructions on the form.
- 5) The test, quiz or other assignment and the will be picked up by an Athletic Department Academic Center representative at the appropriate time from the faculty member.
- 6) The Athletic Department Academic Center employee will meet with the assigned proctor (coach or other athletic department personnel) and review the *Athletic Department Proctoring Instruction and Certification Form*
- 7) The Proctor will administer the test, quiz or assignment at the appropriate time and under the specified conditions. The Proctor and the student-athlete will sign the *Athletic Department Proctoring Instruction and Certification Form* after the test, quiz or assignment has been completed.
- 8) The Proctor will return the test, quiz, or assignment and the *Athletic Department Proctoring Instruction and Certification Form* to the Athletic Department Academic Center. The completed test, quiz or assignment will be returned to the faculty member as soon as possible, but no later than the date requested by the faculty member. The Athletic Department Academic Center will also forward a copy of the executed *Athletic Department Proctoring Instruction and Certification Form* to the faculty member.
- 9) The original *Athletic Department Proctoring Instruction and Certification Form* will be kept in the student-athlete's file.