

Proctoring and Exam Administration Policy MSU Online

Policy

The purpose of this policy is to protect the integrity of academic programs at Montana State University by establishing consistent institutional practices for supervising examinations in online courses.

Students in designated online courses must take examinations under the supervision of an MSU-approved proctor or the course instructor. Proctors are used for students living outside the Bozeman area. For local students, the instructor will schedule a common time and place and will supervise the exam. However, if a local student cannot attend the common exam then the student must find a proctor locally. The student is responsible, as outlined below, for identifying an appropriate proctor early in the term, and the instructor is responsible for clearly stating the conditions under which the exam must be taken. The Student Support Manager in Extended University will coordinate the proctor process.

Student responsibilities

- Identify a proctor who meets institutional requirements within the first two weeks of the semester.
- Appear at the testing location promptly and with photo identification.
- Comply with the testing conditions (e.g. use of calculators, notes, etc.).
- Pay proctor/testing center fees when required by the proctor's organization.
- Pay any charges for faxing or document scanning, if necessary.

Instructor responsibilities

- Identify the conditions under which a test is to be taken, including access to notes, books, calculators, internet, etc., and any time limit.
- Determine whether the test is to be administered on paper or online.
- Prepare the test in a format and on a schedule that allows transmission to the proctor in a timely manner.
- Determine whether and under what circumstances a student may review the test after it has been graded.

Proctor identification

Proctors should have a demonstrated professional or institutional commitment to education and intellectual integrity. The proctor should have no personal/vested interest in the student's academic success. The proctor should have a professional email address and phone (i.e. accounts like hotmail, yahoo, aol, verizon, etc. are unacceptable). Both the email and postal mail addresses should correspond to a school or business, and a physical location should be given in addition to or instead of a PO Box number. *Regardless of professional position, no family member or close friend of the student will be allowed to serve as a proctor.*

Approved proctors MAY be:

- Superintendent, Principal, full-time Teacher, Librarian, or Guidance Counselor of Educational Service Region, School, or District, either Public or Parochial
- Head Librarian of an academic or public library

- Dean, Academic Department Head, Professor, Extension or Correspondence Administrator, Registrar, or Official Testing Service of an Accredited University or College
- Education Officer (Armed Services Personnel Only)
- Established testing center personnel, either commercial or institutional
- Corporate Education Director
- Human Resources officers
- MSU Extension Service agents or adult education centers.
- For high school students: high school Principal, full-time Teacher, Librarian, or Guidance Counselor
- For students living outside the United States: a proctor whose position is equivalent to one of those listed above or an administrative official of a U.S. embassy or consulate

Proctors may NOT be:

- Family members
- Supervisors
- Direct reports
- Co-workers
- Friends
- Church officials
- athletics personnel (coaches, trainers, counselors, etc.). Montana State Bobcat athletes follow MSU arrangements.

Proctor responsibilities

- Understand testing conditions and procedures.
- Verify identification of the student.
- Provide appropriate testing environment (quiet, free from distractions or temptations, with required computer/internet access, etc.).
- Administer the test according to the instructions provided by the institution/instructor.
- Submit and/or return the test as directed.
- Report any instances of attempted cheating or use of unauthorized materials during the exam to the MSU Student Support Manager

In addition to the above responsibilities, online students are expected to follow the MSU student conduct code, available at: http://www.montana.edu/policy/student_conduct/ and are subject to all stipulations of that code.

Students who fail to identify a proctor within the first two weeks of class or at least 5 business days prior to the date in which they plan to take an exam may not be able to utilize a proctor.