

LAKE LAND COLLEGE

TEST PROCTORING PROCEDURES

Students wishing to take tests at a site other than a Lake Land College proctoring center must have an approved proctor administer all exams. It is the responsibility of the student to secure an acceptable proctor and ensure that a Student-Proctor Agreement form is completed and submitted to the Lake Land College Tutoring and Testing Center. The student must pay all expenses associated with proctoring exams. Expenses may include envelopes and postage for returning tests or any special proctor fees.

PROCTORS MUST BE ONE OF THE FOLLOWING:

- ◆ a college or university testing center proctor
- ◆ educator: a state certified teacher or counselor at an accredited educational institution
- ◆ educator: a college or university faculty member
- ◆ a test administrator at a professional testing center
- ◆ military: an Educational Services Officer (ESO)
- ◆ a librarian
- ◆ a college or university learning center coordinator

PROCTORS MAY NOT BE A:

- ◆ fellow student
- ◆ relative of the student
- ◆ resident at the same address as the student
- ◆ direct supervisor of the student
- ◆ co-worker of the student
- ◆ employee of the student
- ◆ friend

PROCEDURES

THE STUDENT downloads a Student/Proctor Agreement form and completes the Student Agreement portion.

THE STUDENT secures an acceptable proctor and provides the proctor with the Student/Proctor Agreement form.

THE PROCTOR reads the Test Proctoring Procedures, completes the Student/Proctor Agreement form and returns it to proctor@lakelandcollege.edu or fax to 217-234-5556.

AFTER APPROVAL, all tests/passwords will be sent directly to the proctor by the instructor.

THE TEST PROCTOR will administer the exam at his/her institution in a quiet and secure environment, will maintain the integrity of the tests at all times, and ensure that all testing instructions are followed. For online testing requiring a password, the proctor enters the password after the student logs into the course. Under no circumstances is the student allowed access to the password.

IF THERE IS A PROBLEM in taking the exam on the computer (ex. Computer malfunctions and student cannot complete the exam), it is the proctor's responsibility to immediately notify the instructor or the Lake Land College Tutoring and Testing Center either by phone or email explaining the problem. If this is not done, the student may not be able to retake the exam.

THE PROCTOR is responsible for returning the original test(s) to the instructor. The student is responsible for reimbursement of all mailing costs and proctoring fees.

THE PROCTOR must have and use the professional telephone number and email address which corresponds to the institution where the proctor is employed and through which the proctor has the job title qualifying to be a proctor (Email accounts from Gmail, MSN Hotmail, Yahoo, EarthLink, Verizon, and other similar email providers are unacceptable).

SPECIAL TESTING ACCOMMODATIONS have to be documented with Lake Land College, and it is the responsibility of the student to make any arrangements for special accommodations with the proctor prior to the testing date.

After reading the proctoring procedures above, email or fax the completed Student/Proctor Agreement to the address listed on the form. For additional information call 217-234-5247.

PROCTOR AGREEMENT FORM MAY BE FAXED OR SCANNED AND EMAILED TO EXPEDITE PROCESSING.

If you have a disability or other need for reasonable accommodations in order to successfully complete the requirements of this course, please contact the Counselor/Coordinator of Student Accommodations, Andy Gaines at 217-234-5259 or email againes@lakelandcollege.edu.

STUDENT/PROCTOR AGREEMENT

The student will complete the following information and send to Tutoring and Testing Center two (2) weeks prior to the exam.

COURSE: _____ INSTRUCTOR: _____
(i.e., ENG-120-123)
PROCTORED ACTIVITY: All Tests Specific Tests TEST NUMBER: _____ DATE: _____

STUDENT AGREEMENT (please print legibly)

As a student, I agree to the following:

- ♦ I will locate a proctor (exam supervisor) and schedule appointments for exams, if necessary.
- ♦ I will reimburse the proctor for all mailing expenses and proctoring fees if requested.
- ♦ I will provide photo identification when taking tests.
- ♦ I will notify the Testing Center if courses are added or dropped.
- ♦ I will make any arrangements for special accommodations with the proctor prior to the testing date. I understand that any special accommodations have to be documented with Lake Land College in the office of Student Accommodations.

STUDENT NAME: _____ DATE: _____
STUDENT ID NUMBER: _____ PHONE: _____ EMAIL: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
STUDENT SIGNATURE: _____ DATE: _____

PROCTOR AGREEMENT (please print legibly)

Please select from the following to confirm that you are a/an:

- college or university testing center proctor
- educator: a state certified teacher or counselor at accredited educational institution
- educator: a college or university faculty member
- test administrator at a professional testing center
- military: an Educational Services Officer (ESO)
- librarian
- college or university learning center coordinator

AS A PROCTOR, I CONFIRM TO AGREE TO THE FOLLOWING:

- ♦ I am not a current Lake Land College student, a friend or relative of the student, direct supervisor of the student, employed by the student, a co-worker of the student, nor do I live at the same address as the student.
- ♦ To use a picture ID to verify the identity of the student
- ♦ To administer and supervise the indicated tests/exams as prescribed by the instructor. Upon completion, please promptly return the exam/test to the instructor

PROCTOR NAME: _____ DATE: _____
WORK INSTITUTION: _____ JOB TITLE: _____
FAX NUMBER: _____ WORK PHONE: _____ WORK EMAIL: _____
CITY: _____ STATE: _____ ZIP: _____

I certify that I am an employee of the above institution or organization AND that I have no conflict of interest with regard to the proctoring of examinations for the student listed above. I have read, understood, and agree to the provisions outlined in the Test Proctoring Procedures and the Student/Proctor Agreement

PROCTOR SIGNATURE: _____ DATE: _____