Guidelines for Proctoring Faculty Exams

Testing Services: Cheyanne Lewis / clewis@blueridgehtc.edu / x2114 / Testing Center-Room HQ-1401

For Students who do NOT receive Testing Accommodations Only. If the Student receives Testing Accommodations, please contact Michelle Smith msmith@blueridgehtc.edu x2117.

1. Use the Form for Proctoring Faculty Exams as a cover sheet and directions for the Test Proctor.

2. Use a new form for each test that you need proctored even if it is the same student and or same class.

3. Drop off Tests directly to Test Proctor in the Testing Center- Room 1401 or Tests may be e-mailed. Leave the same # of copies of the test as the # of students who will come to take it.

4. Test Proctoring for Faculty is available by appointment only with various hours dependent on the Test Proctor schedule and other Testing. Instructors should give Students the Test Proctor contact information and have Students set up appointments with the Test Proctor.

5. Allow at least one week from the time you deliver your test to the Test Proctor to the date you expect it to be completed. The more time you give for the Test Proctor and Students to coordinate schedules, the more likely the test will be proctored by your deadlines.

Filling out the Form for Proctoring Tests for Faculty:

- If you have more students then will fit on the form, attach a list.
- The due date should be the last day you will let the student take the test. If the student comes to take the test and the due date has past we will not give the student the test.
- Only put a time limit down unless you want the test collected when the time is up or note the extra time taken.
- Send any items to the Proctor with the test that the student needs to use during testing. Especially if you want a SCANTRON form used. We can supply pencils, pens, paper, and calculator.
- Include anything else you think Testing Services may need to know about the test itself or the student(s) taking it in the special instructions/notes section.

NOTE: If the Student receives accommodations for Testing, please refer to Michelle Smith, msmith@blueridgehtc.edu x2117