

External Proctors can be used by students living outside of Nova Scotia or by those who, due to extenuating circumstances, cannot access a campus Test Centre.

Student Proctoring Requests

Individuals that can serve as an external proctor are listed under Criteria for Approving a Proctor. A proctor cannot be a family member, tutor, support person or co-worker. **The student's instructor must approve any requests to write proctored tests as well as the individual proctor selected.** The course instructor reserves the right to contact a student's requested proctor and to reject the request for a specific proctor for any reason. **The date and time the test/exam is to be written must also be approved by the instructor.**

Student Responsibilities

The student must obtain an external tutor that meets the criteria.

The student must fill out the **Student/Proctor Agreement Form** in full. This includes:

1. Completing the course information, student information section and signing the form.
2. Having the chosen proctor complete the proctor information section and signing the form.
3. Submitting the completed Student/Proctor Agreement Form to the course instructor in enough time to arrange for their supervised assessment.

Instructor Responsibilities

Within the framework of the Nova Scotia Community College, **the responsibility of the instructor will be to handle the arrangements for the administration of tests for students requesting a proctor as well as the release of the exam on the agreed upon date/time.**

The instructor will retain a copy of the signed Student/Proctor Agreement form and will use the criteria and procedures listed below to approve a proctor and to ensure that tests are administered appropriately by the proctor.

Proctor Responsibilities

- Proctors will be required to provide information regarding their relationship with the student and current contact information via the Student/Proctor Agreement Form.
- Proctors will be responsible for providing an appropriate testing environment.
- Proctors will be required to monitor the test taking and follow all instructions on the exam header. Proctors are not to answer questions on test content.
- Proctors will ensure the student taking the exam is identified by checking photo identification prior to the commencement of the test.
- While taking the exam, students are not permitted to leave the testing area until the test has been completed.
- Original copies of the test are to be faxed and/or mailed to the instructor or shredded **(PLEASE READ TEST DIRECTIONS ON THE EXAM HEADER).**
- Both the student and proctor will be required to sign the test(s) if required to be returned to instructor.

Criteria for Approving a Proctor

The Proctor's relationship to the student must fit the following guidelines:

- faculty member, administrator, or other professional staff member of a school or college
- employee of a commercial testing center
- educational counselor
- library staff member
- member of the clergy
- student's supervisor at work
- peace officer
- justice of the peace
- court official
- town clerk
- council member
- lawyer
- doctor
- engineer
- or a member of a generally recognized professional organization

Additionally;

- There must be no previous complaints/concerns regarding the proctor.
- There must be no previous complaints/concerns regarding the student.
- The request must be received within the required time frame unless/or change of student status warrants late request.
- In cases of questionable requests, the proposed proctor will be contacted by the instructor to confirm relationship to student.

Procedures for Administering Tests Using an External Proctor

- All requests will be confirmed for students within 72 hours of receipt by the instructor.
- All tests and/or test release information will be sent to the proctor via email or fax by the instructor. Additional information sent should include a letter and instructions, as well as return information. (Students requesting proctored tests must provide the proctor with postage and envelopes necessary for the return of paper tests and/or electronic materials.)
- Returned tests/exams requiring grading will be graded and recorded by the instructor.
- Problems or concerns related to proctoring will be shared with the instructor for determination of action.
- Should problems arise before/during the testing process, proctors should first contact the instructor. If the testing is being completed through Brightspace, proctors may also use the below noted contacts for support and/or to provide feedback on the proctoring process.

For Assistance:

Monday – Friday, 8:30 am – 4:30 pm (AST)

Via email

After hours support

1-877-491-6774 (press 4)

Online.learning@nscC.ca

(902) 491-HELP

Expanded Proctoring Procedures**Summary of Steps:**

1. Student submits the completed Student/Proctor Agreement Form to their instructor.
2. Instructor goes through steps to approve or disapprove the proctor requested based on the approved criteria outlined.
3. Test Material is sent via email/fax to the proctor by the instructor, if required.
4. Completed tests are returned to the instructor or shredded, according to the test instructions in the test header.
5. The Instructor grades tests according to course specifications and submits grades.
6. The Instructor posts grades for student review.
7. Paper tests (used and not used) and electronic test files are returned to the instructor.



EXTERNAL PROCTOR ARRANGEMENTS

STUDENT/PROCTOR AGREEMENT FORM

COURSE CODE	COURSE NAME	DATE/TIME OF TEST (IF AVAILABLE)
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Student Agreement (please print legibly)

As a student, I agree to the following:

- *To be responsible for locating a proctor (exam supervisor) and to set up the appointment for my exam(s) according to the course instructor's guidelines.*
- *To schedule and complete the exam(s) within the allowed time period.*
- *To be responsible for any postage costs incurred by the proctor, should there be any.*

Student Name: _____

Student #: _____

Address: _____

Phone number: _____

Email: _____

Signature: _____

Date: _____

Proctor Agreement (please print legibly)

As a proctor, I agree to the following:

- *I meet the criteria to be an approved proctor as outlined by NSCC.*
- *I am not a relative of the student I have agreed to proctor.*

As a proctor, I agree to do the following:

- *I will proctor the indicated examinations for the above-named student and will personally supervise the student during the entire specified testing time.*
- *I will personally mail the completed exam and/or electronic exam copies to the instructor or shred the exam, if required, immediately after exam completion.*
- *I will ensure all exam material, passwords, and release instructions are kept confidential.*

Proctor Name: _____

Title: _____

Institution: _____

Address: _____

Phone number: _____

Fax #: _____

Email: _____

Signature: _____

Date: _____

Please return this form to your course instructor.