

Proctoring of Examinations Policy

All examinations must be proctored unless it is a quiz that is administered to the students by the professor during a Quad session or opened for the students to take during the course other than on official exam days. Prior to the first Monday of the semester, all Belhaven Online students **MUST** submit the name of an individual to serve as a proctor to the Assistant Director of Student Services for the Virtual Campus, using the BC Online *Proctor Participant Identification Form*. No examinations will be made available to students who have not submitted a *Proctor Participant Identification Form* and the student will receive a failing grade for the examination.

The individual to serve as proctor must meet the guidelines listed below and be approved by the Assistant Director of Student Services for the Virtual Campus.

The criteria for selecting an individual to serve in this role are as follows:

- A proctor cannot be:
 - Someone under the age of twenty-one.
 - Another student enrolled any Belhaven College or any other college or university.
 - A family member other than a parent or grandparent.
 - A spouse, fiancé, or significant other.
 - Someone who reports directly to you in your work position.
- *A proctor can be:
 - A friend
 - A co-worker, manager, supervisor, human relations employee.
 - A librarian or faculty member at any private or public institution of higher education.
 - A counselor, teacher, or administrator of any private or public education institution.
 - A commissioned military officer.
 - An employee of an educational testing center.
 - A parent or grandparent.

* All proctors must have e-mail access.

The proctor will be responsible for adhering to the exam policies concerning the length of the exam and the materials that can be brought into the exam location, such as textbooks, notes, papers, calculators, laptop computers, etc. No aids may be used during exams unless specifically stated by the professor in the course syllabus, or in an e-mail to the proctors and students via the Office of Student Services or Virtual Operations. It will be the proctor's responsibility for making sure that they are physically present for the entirety of all examinations and have the log in information needed for the assessment website. Belhaven Online requires that the student and the proctor follow the specific exam guidelines to avoid academic integrity violations.

There will be no fees or exchanges of money between Belhaven College and the proctor participant. Any testing fees that may apply should be charged directly to the Belhaven College Online student by the proctor participant.

Examination Schedule:

- All Monday and Tuesday classes will have their midterm and final exams on the **Wednesday** following the 4th and 8th Quad.

- All Thursday classes will have midterm and final exams on the **Friday** following the 4th and 8th Quad.
- All 12 week classes that have no online meetings usually have midterms and finals at the 6 and 12 week points.

Students should consider this schedule when choosing a proctor. Special exam scheduling to accommodate your proctor's schedule can only be arranged *by special request and only in emergency situations*.

If you experience technical difficulty or power outage on exam day at your proctoring location which prevents you from taking the exam, e-mail notification must be made by your proctor to the [Office of Student Services](#) within 24 hours of the exam date. The Office of Student Services will then notify the professor and reschedule your exam for a later date.

The *Proctor Participant Identification Form* and should be completed and faxed to the Office of Student Services at 601-968-8860. If the student was a Belhaven Online student during the previous semester and wants to use a different proctor for a future semester, the student should notify the Office of Student Services by faxing in a new form *before* the first day of class for that semester. Once the request has been received, the student will be notified of the approval or disapproval status of the new proctor they have requested.



Proctor Participant Identification Form

As a student registered in an online course at Belhaven College, you will need to identify a person who will serve as the proctor for your examinations. This person must be someone who can fulfill the requirements of a proctor objectively. (Please see, "Proctoring of Examinations Policy" for details.) The proctor must be available to be physically present during the entirety of each examination required for each online course in which the student is enrolled.

This form should be completed and faxed to the Office of Student Services at 601-968-8860 before the first Monday of each semester, unless the student wants to use the same proctor as the prior semester. Or, this form can be submitted via mail to Belhaven College, Virtual Student Services, 1500 Peachtree Street, Box 265, Jackson, MS 39202. Once the form has been received, you will be notified via e-mail of the approval or disapproval status of the proctor participant.

Student's Name _____

Student's BC E-mail _____

Student's Daytime Phone Number _____

Student's Place of Employment _____

Student's Position or Title _____

- I am a new student
 I am a current student and this is a new proctor

Please provide following information about the person you would like to be your Proctor Participant:

Name of Person or Testing Center _____

Birthdate of Person _____

Contact Name at Testing Center/Work Site _____

Position or Title _____

Place of Employment _____

Business Address or Testing Center Address _____

Daytime Phone Number _____

Cell or Evening Phone Number _____

Fax Number _____

E-mail Address (please print clearly) _____

Does this student report to you at work? Yes No

Are you currently enrolled in any College or University? Yes No

Are you this student's spouse, fiancé or significant other? Yes No

Are you a family member other than a parent or grandparent? Yes No

What is your relationship to this student? _____

This section should be signed by the Proctor Participant:

Please indicate the category that applies to you:

Testing Center - Our site is willing to proctor this student. *(Testing centers agree to proctor any student for a fee, and are usually located at institutions of higher education, military bases, or private tutoring/testing companies.)*

Work Site – Our site is willing to proctor this student who is an employee. *(Work sites are employer with a human resources or employee education and training department, and agree to proctor only their employees.)*

Individual Proctor Participant – I am willing to proctor this student.

I understand that I must have e-mail access to be a Proctor Participant. I agree to be present for the entirety of all examinations that are required for this student. I understand that most of the exams take place on Wednesday or Friday, twice in an eight or twelve week term. I agree to be responsible for adhering to the examination policies concerning the length of the exam and the materials that can be brought into the exam location, such as textbooks, notes, papers, calculators, laptop computers, etc. I agree to be responsible for making sure that I am present for all examinations and have the log in information needed for the assessment website. I will not disclose proctor login information to the student at any time. I understand that Belhaven Online requires that the student and the proctor follow the specific exam guidelines to avoid academic integrity violations.

Signature of Proctor Participant or Testing Center/Work Site Representative:

Signature

Date