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. Prior to the first Quad session of each semester, all Belhaven Virtual 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 Virtual Proctor Participant Identification Form. This form is accessible online at:

http://online.belhaven.edu/proctor_participant_form.asp

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 Online Campus.

The criteria for selecting and 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 University 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. 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 software. Belhaven Virtual 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 University and the proctor participant. Any testing fees that may apply should be charged directly to the Belhaven University Virtual 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, scarlock@belhaven.edu, 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* should be completed and submitted online. If the student was a Belhaven Virtual student during the previous semester and wants to use a different proctor for a future semester, the student should complete and submit the online 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.