

Tarleton State University Student Assessment Services **Proctored Examinations for Online Courses**

TSU STUDENT:

A proctored exam is a supervised exam. Tarleton State University Students, enrolled in an online (Internet) course or program, are responsible for arranging for a proctor to oversee the exam process. TSU students, enrolled in an online (Internet) course or program **must** submit a Proctor Information Form three weeks prior to the examination. All proctors must be approved by Student Assessment Services (SAS) prior to any testing.

The proctor must be a: certified librarian, military education services officer, testing administrator at a testing office of a community college or university, credentialed guidance counselor, or a professional testing center such as ETS.

Non Approved-- are relatives, no matter what their position, may not serve as a proctor. Persons currently employed or enrolled in Tarleton State University will not be allowed to proctor other TSU students.

Proctors usually will supervise exams without charge. However, if any charges are involved, payment the student will be responsible for any fees or postage.

The necessary steps for taking a proctored exam are outline below:

1. Submit a completed and signed Proctor Information Form to Student Assessment Services (SAS) three weeks prior to the examination. In the event that the proctor submitted is not suitable, or cannot be contacted by the SAS office, you will be notified to find a replacement.
2. Exams can be scan to email or mailed to the proctor as soon as they are made available to SAS.
3. Plan to take exams within the time allowed per the directions of the instructor indicated on the cover sheet of the exam.
4. Plan to arrive at the testing location at least fifteen minutes before the time set for the exam. Remember to bring your ID, pencil or pen and any other supplies that may be required by your instructor.
5. Upon completing the exam, return the exam to the proctor and the proctor will return the exam to the Instructor. Postage costs and mailing envelopes are the responsibility of the student.

NOTE:

If a you the student is not able to take the exam at the designated time, special arrangements need to be approved by the instructor. SAS cannot approve any requests for examination procedures that do not coincide with those set by the instructor. The instructor reserves the right to refuse a make-up exam, assign an alternative exam, or not accept exams that were turned in late by students.

Tarleton State University Student Assessment Services
Proctor Information Form—Part 1

To be completed by proctor:

Date: _____

Name: _____

Job Title: _____

Work Address: _____

Work Phone #: (____) _____ Fax Number: (____) _____

Email: _____ Website: _____

Briefly describe your credentials for proctoring. _____

Proctor's Signature: _____ Date: _____

Please fax or scan to email PART 1 & 2 to testing@exchange.tarleton.edu or fax to 254-968-9668. This will allow SAS to properly approve you as a proctor in a timely manner. Thanks for your support!!

Tarleton State University Distributed Education Online Course
Proctor Information Form—Part 2

TSU student must complete and give to the proctor to be sent with part 1:

Student's Name: _____ ID# _____

Student's Ph. #'s: Home: (____) _____ Cell: (____) _____

Student's Email: _____

Course exam to be proctored: _____

Course Information:

Instructor's Name: _____ Campus: _____

"I, _____, certify that all the above information is correct."

Student's Signature: _____ Date: _____

*****After this form is completed, please give to the proctor to
be sent with PART 1 back to SAS for proctor approval*****