

1 **1. What is meant by proctored testing?**
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3 Proctored testing means that students are supervised by an approved proctor, provide verification of
4 identity, and remain in continuous line of sight of the proctor while taking an exam. Frequently the
5 proctor is a testing official at an accredited college or university. Electronic proctoring is an acceptable
6 alternative to traditional proctoring. Electronic proctoring means that students are supervised by webcam
7 in conjunction with other items such as a lockdown browser and the ability of the proctor to take over
8 each student's computer.
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10 **2. Why require proctored testing?**
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12 To ensure the integrity of grades assigned to students taking mathematics classes taught at a distance, all
13 students should be required to take at least two exams in a proctored setting or complete other
14 assessments such as a class project that demonstrates mastery of the course material and verifies student
15 identity. Such controlled assessments give credibility to and respect for the grade students earn in their
16 distance learning courses as well as to the distance learning program itself. Some institutions may not
17 accept mathematics classes taught at a distance as transfer credit without documented proctored exams. It
18 is a real warning when colleges stop accepting courses from other colleges without proctored tests. It is
19 preferable that two-year colleges create the regulations for themselves.
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21 **3. What are some guidelines for setting up a secure proctored environment?**
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23 The institution should be required to have proctoring available for students at campus site(s). Students
24 should be informed of proper procedure for arranging a proctoring situation that is approved by the
25 instructor and the institution.
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27 Students taking classes at a distance who are unable to come to campus sites for testing each have the
28 responsibility to find an acceptable proctor and /or acceptable testing site, and cover any associated costs.
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30 Proctor information must be communicated to faculty in an established time-frame for approval purposes.
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32 The faculty member will convey testing information to the proctor, such as, what may and may not be
33 used during the exam by the student, the exam password in the case of an online exam, and how to return
34 the exam to the instructor.
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36 **4. What is the recommended number and weight of proctored tests?**
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38 It is recommended that when proctored tests are used as an assessment of student learning, proctored tests
39 should be at least 50% of the course grade. It is also recommended that classes taught at a distance have at
40 least two proctored exams; including the final exam.