

MISSOURI SOUTHERN

STATE UNIVERSITY

Office of Advising, Counseling and Testing - **EXAMINATION PROCTOR GUIDELINES** For Distance Learning Online Course - Off Campus Students

Off campus examinees should be testing under the same conditions as their on-campus peers to ensure the academic integrity of the examination. **Federal law requires strict guidelines and only the following currently employed professionals in these areas will be considered as proctors:**

Appropriate Proctors

Professional Educators & School Counselors
Approved Police Personnel
Human Resource Professionals (Certified)
Pastors/Priests
Community Librarians
Approved Military Personnel
State & Federal Park Service Supervisors
Elected Officials

Inappropriate Proctors

High School Students
College Peers
Relatives
Co-workers
Direct Supervisors
Neighbors
Friends
Friends/co-workers of family

Proctors must have email compatibility at a place of business and a professional email address. A copy of the proctor's driver's license or a business card of current employment must accompany the Proctor Agreement Form.

Missouri Southern State University (MSSU) reserves the right to verify proctor qualifications & employment. MSSU may require additional evidence of eligibility for approval. The Proctor Agreement may be terminated for any just cause by MSSU upon written notification to all parties. **Proctor's must fit into the "Appropriate Proctors" category listed above.**

The examination should be administered in a quiet office or classroom setting conducive to concentration. Examination administration in private homes is **Never** allowed.

Proctor Responsibilities: (Exams may be paper or computerized)

- Exams/instructions are emailed to proctors. Proctors should remember that exam security is of utmost importance at all times, and that they are responsible for safeguarding all exam materials in their care.
- **Check student photo ID** to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam/instructor sheet are made, other than that utilized for a test or quiz.
- Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise. **All test papers must be collected and returned to MSSU Testing Services.**
- Proctors should be present during the entire examination period, and should not disrupt the students in any way. Student should have no cell phone, smart watch or electronic devices.
- **Proctors should read all examination instructions carefully, ensure that testing procedures are clear, and that all test pages are accounted for prior to the administration of the exam.** Proctors should be able to answer any questions on testing-taking procedures, but should not answer any questions on test content. Exams are emailed to the proctor, along with instructor directions.
- Paper Exams: Time the test and stop the examinee when time has been expended.
- Paper or Computer Exams: Note any testing irregularities and report to our office via email.
- At completion of paper exam please email the test to us, and we will reply a confirmation of receipt.
- Upon confirmation of receipt via email, mail the completed paper test to the designated address.
- If a fee is charged for exam supervision, or postage, please request payment from the student at the time of testing. MSSU will **NOT** pay proctor fees or postage and student must **NEVER** leave with testing materials. Proctors **MUST** mail all hard copy tests materials, nothing should leave with the student unless otherwise directed. If student is suspected of cheating you may dismiss the student, **or** ask a colleague to observe the behavior with you, or record the tester, always email us the information.

EXAMINATION PROCTOR AGREEMENT FORM

Instructions for Students

No proctor can be a personal friend, direct supervisor, or relative of the student. Students should first seek out proctors who qualify under MSSU's Guidelines. Students who live within 30 miles of MSSU should take their exams with their professor or the Testing Services office located in Webster Hall, the exception would be Dual Enrolled students who are located at high schools/home schools and have professional proctors/educators.

Instructions for Potential Proctors

Thank you for your willingness to proctor an examination for an MSSU student. You should not be a close friend or close acquaintance of the student nor should you be their social media (ie: Facebook or Snapchat) friend. Please review the Examination Proctor Guidelines attached. If you meet the qualifications and are willing to assume the **responsibilities**, please sign and submit this agreement form verifying you agree to the policies and will uphold test integrity standards. Should you have questions before, during, or after the examination, please call us using the information below or provided with the test.

Please return the completed Examination Proctor Agreement Form and copy of your business card or driver's license as soon as possible to (we prefer email):

Missouri Southern State University
Robin Douglas, Testing Services
Webster Hall – Room #117
3950 E. Newman Road
Joplin, MO 64801
Phone: 417-625-9577 No Fax Available
E-mail: testingservices@mssu.edu

- Potential proctors will be contacted and sent additional information.
- Students and proctors will be notified if proctor is approved.
- Students will then schedule a test appointment with proctor.
- Student will contact Testing Services in a timely manner, and MSSU will send the exam to the proctor.
- Scheduling directions/dates are provided by the course instructor or the student may contact us directly.
- Students who have approved proctors, and will be testing off campus with their instructors permission, will need to register for their Saturday, Sunday and Monday tests by noon the prior Thursday.

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Examination Proctor Agreement Form

As an authorized test proctor, I agree to use the instructor-specified guidelines to administer the MSSU course examination and I hereby state I am an **Appropriate Proctor** as stated in the Examination Proctor Guidelines. **I have read and agree to adhere to the strictest test guidelines that MSSU requires.**

It is mutually understood that the student will inform the proctor of the need to take an exam and will keep his or her appointed time for taking the exam. If the student fails to keep his/her appointment, this information should be forwarded to Testing Services/ACTS office immediately. The student will also inform Testing Services/ACTS of the agreed upon time for taking the examination and an exam will be e-mailed to the proctor. In return for proctoring the exam, the student may have to pay a fee directly to the proctor prior to the examination time. The agreed fee for proctoring is \$_____dollars. (Fees can run from \$0 to \$25).

PRINT or Type CLEARLY THE INFORMATION BELOW

Student Name: _____ Student I.D. # _____

Student MSSU Email Address: _____

Address: _____

City: _____ State _____ Zip: _____

Phone you can easily be reached on: _____

Student Signature: _____ I verify that I am
not related to or friends with the person listed below, and I have read the rules regarding those who will test thru MSSU.

PROCTOR CONTACT INFORMATION

Name: _____ E-mail: Business _____

Title: _____

Employer: _____ Supervisor: _____

Phone: _____ Supervisor contact info: _____

Business Address: _____

How do you know student? _____

City: _____ State: _____ Zip: _____

Cell Ph: _____ Business _____

Proctor Signature: _____ Date: _____

I have read and I agree with your guidelines. I am not related to, nor do I socialize with any student that I am to proctor. I understand that the student/proctor relationship is a professional relationship. I will ensure academic integrity while testing.

*** (A copy of a picture I.D. of the person who will be proctoring exams or a business card is necessary for verification purposes and must accompany this initial form.) Thank you
For MSSU Office Staff:

Signature of Testing Services/ACTS Approval: _____

Date: _____ Testing Services MUST approve this form before the exam is sent.