Student Contact Information

First Name: _____ Last Name: _____

Date of Birth: _____ Phone Number: _____

Email Address: _____ Major: _____

Graduation Year: _____ College/School: _____

Photo Identification

Student Contact Information

First Name: _____ Last Name: _____

Date of Birth: _____ Phone Number: _____

Email Address: _____ Major: _____

Graduation Year: _____ College/School: _____

Photo Identification

Exam Proctoring Policies and Procedures

H.F. Davis Memorial Library

Scheduling Tests and Cancellation Policy

- It is the responsibility of the student to schedule an exam needing a proctor with a Library Staff member.
- If a student needs to cancel or re-schedule a proctored exam, contact needs to be made with the proctor at least four (4) hours before the scheduled exam time.
- Students should log in no sooner than ten (10) minutes before their scheduled exam. This will give both the proctor and the student time to ensure that all technology is working properly and all connections are secure.
- Proctors will give a fifteen (15 minute) time frame for the student to log on to the proctor site and/or make contact with the proctor. After fifteen (15) minutes, the student will be considered a *no show* and will need to contact a proctor to re-schedule the exam. The following actions will be taken regarding no show testers:
    - 1st offense-warning given to the student by proctor
    - 2nd offense-instructor for the no show student will be notified
    - 3rd offense-$25 fine will be assessed to the student's account and the account will be placed on hold until the fine is paid. Proctoring through H.F. Davis Memorial Library may resume once documentation has been provided regarding the fine assessed on the student's account.
    - 4th offense-H.F. Davis Memorial Library staff will no longer proctor student's exams for the remaining calendar year.

Before a tester begins an exam

- A verification of identity will need to be assessed before the test begins. This can be done either by having a color copy of the student's ID on file, or a photo ID can be presented before each test via web cam.
- A 360 degree pan will be conducted of the tester's space surrounding them. This will be done with the web cam in use by the test taker. This may or

may not be asked during intervals of the test being taken. If more than one exam is scheduled at a time, a new pan will be conducted before the start of each test.

- If a student is allowed the use of a calculator or note cards, these items will be shown to the proctor for verification prior to beginning the test.
- No headphones, earbuds or additional technology including but not limited to dual screens, iPads, cell phones or any other device deemed unnecessary by the instructor and/or proctor will be allowed.
- It is strongly suggested that each tester takes their exam in a quiet place where there will be no distractions.

Calculator Policy*

- Calculators with built-in or downloaded algebra system functionality are prohibited. Prohibited calculators include:
  - Texas Instruments:
    - All model numbers that begin with **TI-89** or **TI-92**
    - **TI-Nspire** CAS-Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett Packard:
    - **HP Prime**
    - **HP 48GII**
    - All model numbers that begin with **HP 40G, HP49G, or HP 50G**
  - Casio
    - **Fx-CP400 (ClassPad 400)**
    - **ClassPad300**
    - **ClassPad330**
    - **Algebra fx 2.0**
    - All model numbers that begin with **CFX-9970G**

*The calculator policy is in line with current ACT calculator policies and is accepted by CCC DLVTP instructors and proctors.

Please read the following information carefully.

The following link will take you to the library's virtual proctoring room. (If this is your first time using adobe connect you will need to visit the site 20 minutes early to download the software): http://colby.adobeconnect.com/proctor/

You will need to log in as a guest and enter your name.

After entering the room, you will share your screen and enable *your computer's webcam*.

Please know where to locate your webcam and how to work it prior to your testing appointment. I will need you to do a room and workspace scan with your webcam so I can be sure there are no prohibited helps available to you during your exam. Once you share your screen with me, everything you see on your screen is what I see also. Your webcam and testing screen will both need to be on your screen and viewable during your entire exam. You will most likely need to resize screens in order for this to happen. Please be familiar with this procedure before testing.

If I lose either your webcam picture or your screen share, it will be considered a non-proctored exam if the issue cannot be resolved.

Before beginning your exam I will need a phone number to contact you at, if necessary, and a copy of a photo id. This information can either be faxed to 785-460-4600 or emailed to me.

Please be sure that you contact your instructor to inform them that I will be proctoring your exam and give them my contact information. If I do not hear from your instructor and receive the necessary form, I cannot proctor.

NO-SHOW PROCEDURE

Proctors will give a fifteen (15) minute time frame for the student to log on to the proctor site and/or make contact with the proctor. After fifteen (15) minutes, the student will be considered a *no show* and will need to contact a proctor to re-schedule the exam. The following actions will be taken regarding no show testers:

	DATE	TIME	PROCTOR SIGNATURE
1ST OFFENSE			
RESULT:	Warning given to the student by proctor.		
2ND OFFENSE			
RESULT:	Instructor for the no show student will be notified.		
3RD OFFENSE			
RESULT:	$25 fine will be assessed to the student's account and the account will be		
	placed on hold until the fine is paid. Proctoring through H.F. Davis Memorial		
	Library may resume once documentation has been provided regarding the fine		
	assessed on the student's account.		
FINE ASSESSED:			
4TH OFFENSE			
RESULT:	H.F. Davis Memorial Library staff will no longer proctor student's		
	exams for the remaining calendar year.		

I have received a copy of the *Exam Proctoring Policies and Procedures* by H.F. Davis Memorial Library. I have fully read and acknowledged the expectations and consequences placed before me.

_____   _____   _____

Student Name (printed)   Student Signature   Date

_____   _____   _____

Proctor Name (printed)   Proctor Signature   Date

COLBY COMMUNITY COLLEGE
PROCTOR AGREEMENT AND COMPLETION FORM

(THIS FORM IS TO BE COMPLETED BY THE PROCTOR AND SENT DIRECTLY TO THE INSTRUCTOR)

The integrity of the Colby Community College examination process is crucial to our ongoing commitment to course quality and student learning. To ensure the integrity of this process, we carefully review the credentials of prospective proctors. ***Please note that we will not be able to process this form unless the proctor's business e-mail address is included on this form.*** When an individual is approved as a proctor, s/he represents Colby Community College and is responsible for the examination process.

Proctor agrees to the following responsibilities:

- Secure the examination until it is accessed in the proctor's presence at the beginning of the examination session.
- Verify identify of the student who is taking the proctored assessment by checking an accepted photo I.D.
- Provide a quiet, well-lighted area free from noise and distraction and within supervisory distance of the proctor. ***Proctoring at a home address is not permitted.***
- Verify time limits and use of approved instructional materials permitted during the examination process.
- Ensure prompt return of proctored assessment, *all* pages of the Colby Community College Proctor Agreement and Completion Form, and any other materials as requested by the instructor.
- If there is improper conduct on the part of the student or any evidence that the examination process has been violated, the proctor is responsible for terminating the exam, confiscating exam materials and contacting the instructor of the course immediately.

Technical Assistance: In the event there are any technology issues with the Colby Community College website or any of the course features that involve the proctored assessment, the proctor or the student should immediately call the *Helpdesk (eCollege)* at *1-866-365-8326*. *Proctors or students calling the Helpdesk will need to identify themselves as EduKan proctors or students at Colby Community College.* You will need to describe the problem and identify the system that the student is working on. If the technology issue cannot be solved at the present time, the proctor must notify the instructor.

COLBY COMMUNITY COLLEGE
PROCTOR AGREEMENT AND COMPLETION FORM

PLEASE TYPE IN THE REQUIRED INFORMATION BELOW:

I understand and agree to carry out the responsibilities of an examination proctor in accordance with the requirements stated above for:

To Be Completed by the Student:

Student Name:	
Student's Phone Number:	
Student's Email Address:	
Course No. & Title:	
Semester & Course Section #	
Instructor Name:	
Instructor's Business Phone:	
Instructor's Email Address:	
Instructor's Fax Number:	

To Be Completed by the Proctor:

Proctor's Name:	
Title:	
Institution/Company Name:	Colby Community College
Institution/Company Address:	1255 S Range Ave
City, State, Zip:	Colby, KS 67701
Business Phone:	
Business E-mail Address:	
Business Fax Number:	785-460-4600

PROCTOR COMPLETES AND RETURNS ALL PAGES OF THE FORM TO INSTRUCTOR AFTER PROCTORING SESSION

Work space/room scan completed	**Time:**	
Identification on file?		
Policy and Procedures on file?		
Contact information on file?		
Date test was administered		
Time test was administered		

Notes or comments on test administration:

I certify that this exam was taken under the conditions outlined in the Colby Community College proctoring policy. I understand that the following are excluded as proctors: family/relatives, employers/supervisors/co-workers, neighbors, friends, clergy, athletic department staff (director, assistant director, coaches, athletic department advisors, etc.). I certify that I qualify as a proctor under the Colby Community College proctoring policy.

Proctors Signature:	**Date:**

Updated 9/1/2015