

## **CP 4.21.1**

### **Proctoring Services**

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***Related Board of Trustee Policy: BP 4.21***

**Responsible Official**    *Vice President for Learning and Student Services*  
**Approvals**                *02/14/19*  
**Revision**

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## **Procedure**

### **MTCC Course Proctoring**

Proctoring is available in the Academic Resource Center (ARC) and/or the Student Enrichment Center anytime during the hours of operation, when classes are in session. It is recommended that a student allow at least one hour to take a test. All proctored exams must be completed at least 30 minutes before closing time.

### **Proctoring Guidelines**

1. It is the responsibility of the instructor to inform his/her student of materials needed for all courses tests.
2. It is the responsibility of the instructor to provide the Proctor a list of items that students are allowed to use during testing (i.e., calculators, rulers, books, notes, etc.) The ARC will not provide materials/supplies beyond the basics of pens/pencils and scratch paper.
3. The ARC is not authorized to make changes or corrections to course testing materials.
4. The ARC is not authorized to re-set passwords or extend time for testing without written permission from the instructor(s).
5. If testing irregularities occur due to circumstances beyond a student's control (i.e., power outages, faculty equipment, etc.), the ARC will communicate with the student's instructor(s) regarding such irregularities.
6. All testers must provide at least one valid photo ID, preferably their student ID badge.
7. Cameras may be used to monitor activity in the testing area.
8. Personal belongings (other than those authorized by the instructor), cell phones, or other electronic devices will be stored by ARC personnel upon arrival and are not permitted in the testing area.

### **Non-MTCC Course Proctoring**

McDowell Technical Community College (MTCC) offers proctoring services through the UNC Online Proctoring Network and for other colleges and universities as a community service. Proctoring is available in the Academic Resource Center (ARC) anytime during the hours of operation, when classes are in session. All proctored exams must be completed at least 30 minutes before closing time. There is a charge of \$20 per test for proctoring services. Proctoring fees may be paid in person in the Business Office. Fees must be paid prior to the testing appointment. Students must bring this receipt of payment to their scheduled proctoring appointment.

Please report to the ARC at the designated time with the following items:

1. A valid state/official photo ID
2. A receipt from the Business Office Cashier

Students who arrive more than 15 minutes after their scheduled time may be required to reschedule their appointment.

### **Proctoring Guidelines**

1. It is the responsibility of the instructor at the home institution to inform his/her student of materials needed for all course tests.
2. It is the responsibility of the instructor to provide the Proctor a list of items that students are allowed to use during testing (i.e., calculators, rulers, books, notes, etc.) The ARC will not provide materials/supplies beyond the basics of pens/pencils and scratch paper.
3. The ARC is not authorized to make changes or corrections to course testing materials.
4. If online testing takes place, the ARC is not authorized to re-set passwords or extend time for testing without written permission from the home institution's instructor(s).
5. If paper-based testing will occur, it is the responsibility of the student's home institution to provide a self-addressed, stamped envelope to return test results and materials. MTCC will not pay postage costs to ship test material or results back to the student's home institution or instructor.
6. If testing irregularities occur due to circumstances beyond a student's control (i.e., power outages, faulty equipment, etc.), the ARC will communicate with the student's instructor(s) regarding such irregularities. If these situations were to occur, there would be no charge for the student to re-schedule the test for which he/she was taking at the time of the irregularity.
7. Cameras may be used to monitor activity in the testing area.
8. Personal belongings (other than those authorized by the instructor), cell phones, or other electronic devices will be stored by the ARC personnel upon arrival and are not permitted in the testing area.
9. The ARC reserves the right to deny proctoring service. Reasons for denial can include, but are not limited to, past incidents of cheating, late arrival, and/or missed appointments, scheduling conflicts (personnel or facility), failure of the student or institution to agree to these procedures, etc.