



## **BSC Testing Center – Offsite Proctoring Procedures**

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A proctor is an individual who agrees to receive and administer a quiz, test, or examination required in a Bluefield State College course. The proctor must administer the test ethically and professionally in a suitable testing environment such as a classroom, conference room, computer lab, or business office. The proctor will then follow BSC procedures for returning the exam to the instructor in the most secure manner possible.

Academic Deans, the Campus Coordinator, and the Provost at Bluefield State College will identify personnel and facilities on the main campus and satellite sites that will be available for students to take proctored exams by appointment and approval of the instructor. This document should serve as a guide to any student/instructor that is exploring proctoring services at a site other than the BSC Testing Center.

### **Student Responsibilities:**

- All individuals must present a photo ID to the proctor.
- Students must leave all personal belongings (including cell phones) outside of the testing environment.
- No cell phones or other electronic devices are permitted in the testing environment, unless specifically outlined by the course instructor.
- If a computer is to be utilized to complete the test/assessment, it must be provided by the proctor. Students may not use a personal computer or a computer they have accessed previously.
- No books, notes, or other materials will be allowed in the testing environment (unless authorized by the instructor).
- If a student has purchased an e-book as the course textbook, it is the student's responsibility to bring all or part of the e-book in printed form if the exam is "open book" and said materials must adhere to the instructor's guidelines.
- No food, drinks, or tobacco products are allowed in the testing environment.
- No talking or other disturbances are allowed in the testing environment.
- No visitors are allowed in the testing environment (including children).
- Students may not keep or make copies of the test/assessment and may not leave the proctor's presence until they are finished with the test/assessment unless closely supervised.
- Any student who feels he or she may need testing accommodations based on the impact of a disability should contact the disability services office privately to discuss specific needs. Please contact Student Support Services at (304) 327-4098 to establish eligibility and to coordinate reasonable accommodations. For additional information, please click [here](#).
- Students taking tests at offsite locations are still bound by the BSC Honor Code:  
*"Bluefield State College will not tolerate any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration of documents or instruments of identification with intent to defraud. All students are expected to adhere to the Honor Code and may be required to sign a pledge on their work such as: 'On my honor, I have neither given nor received unauthorized aid on this assignment.'"*

## **Faculty Responsibilities:**

It is the instructor's responsibility to send detailed instructions regarding the administration of the test/assessment to the proctor. Instructors should complete the Instructor Transmittal Form, which outlines the test/assessment protocols, and email it directly to the proctor along with a copy of the test/assessment. Other guidelines to follow are listed below and found in the Instructor Transmittal Form Guidelines document available [here](#).

- The instructor must provide a list of students who will be taking the exam.
- The instructor must use a secure procedure to deliver the test/assessment to the proctor, and to receive the completed test/assessment from the proctor. This could be via email, hand delivery, fax, campus mail, or regular mail.
- Instructions for coordinating the exam schedule. If faculty need proctoring at the Beckley campus, they should arrange the proctoring schedule at the beginning of the semester.

## **Proctor Responsibilities:**

- Prior to the test/assessment, the proctor must send the BSC instructor an email from the proctor's business email identifying the procedures and facilities available for the retrieval, execution, and return of the exam.
- Proctors must provide an appropriate testing environment free of disruptions and distractions.
- Proctors must check the student ID against the name(s) provided by the instructor and make a photocopy of the ID to return along with the completed test/assessment.
- Proctors must monitor the test/assessment closely to ensure the integrity of the event.
- Proctors are responsible for returning all test/assessment materials as directed by the instructor immediately following completion of the test/assessment.

## **Proctoring Requests:**

Bluefield State College will keep a list of pre-approved proctors and make that list available to faculty and students. This will be updated every academic year. Faculty can attach the list of pre-approved proctors to their syllabi if they feel the students will use proctors. Proctors not on Bluefield State College's pre-approved list of proctors must be approved by the instructor and the appropriate Dean in a timely manner. Proctor designations should be secured by the student within two (2) weeks prior to a test/assessment utilizing the following procedure:

- Students will identify a proctor, complete, and submit a Proctoring Request Form to the course instructor.
- The student must confirm that the proctor has a business email address and business telephone number, reliable access to the Internet, and access to a fax machine or scanner (for returning completed paper tests along with any other relevant materials).
- Once the instructor approves the Proctoring Request Form, they will send it to the appropriate school Dean. If the instructor denies the proctor request, the student must identify a different proctor.
- Once the school dean approves the Proctoring Request Form, they will send an email notice to the student using BSC email indicating that the request has been approved. If the Dean denies the proctor request, they will send an email notice of the denial to the instructor and student via BSC email. It is the responsibility of the student to identify a new proctor.

## **Proctor Requirements:**

If a student is out of the state, or out of the country, it is their responsibility to locate a proctor and facility acceptable to the instructor. Any proctor nominated by a student must be a full-time employee, or act in an official capacity, in one of the following areas:

- College or University Personnel: Administrator, instructor, librarian, or any official testing center personnel.
- Public or Private School Personnel: School or district administrator, guidance counselor, librarian, or full-time certified teacher.
- Other: Civil Service Examiner, Librarian for a city or county library or Education and Training coordinator, testing personnel and center approved by ETS. Armed Forces Education Office Personnel.

Proctors may NOT be selected from the following:

- Co-workers
- Friends
- Neighbors
- Relatives
- Other Students

## **Violations:**

If a violation occurs, the proctor will immediately contact the student and have the student cease taking the test/assessment. The proctor will keep the test/assessment and submit the original copy with an Incident Report to the instructor and the appropriate school Dean within 24 hours of the event documenting the exact nature of the infraction. The instructor will then investigate and deal with the matter according to the academic honesty code.