

# Ozarks Technical Community College

## OTC Online: *Your Online Community College*

### Proctoring instructions for the proctor

Dear Proctor:

Each OTC online class requires one proctored assessment (some courses may require more) to be administered at any OTC facility or approved off-campus location. Examples of acceptable off-campus proctors include professional librarians at a public library, high school administrators or counselors, and authorized staff at U.S. military bases or embassies. Examples of unacceptable proctors are friends, relatives or employers. *(If your relationship with the student is among this group, please communicate with the instructor and decline the request. Thank you for your cooperation.)*

Basic proctoring procedure:

- 24-hours before the exam is to be administered, the instructor will provide the proctor with an *Off-Campus Proctoring Approval Form* describing the assessment instructions, restrictions, and password. This information is **not** to be shared with the student.
- The proctor must confirm the identity of the student via driver's license, passport, or other government photo ID **before** the proctored assessment begins.
- Students must be monitored during the **entire** assessment.
- After proctoring is complete, the proctor must send the completed *Off-Campus Proctoring Approval Form* back to the applicable instructor.
- If assistance is needed, the instructor's contact information is listed on the provided *Off-Campus Proctoring Approval Form*.
  - If an instructor is unavailable and emergency assistance is needed, OTC Online may be able to help. Contact us at [online@otc.edu](mailto:online@otc.edu) or call (417) 447-8200.

*We sincerely thank you for assisting our online student and ensuring our academic integrity requirements are maintained.*

OTC Online Staff

[online@otc.edu](mailto:online@otc.edu)

(417) 447-8200