Proctored Event Guidelines

Proctoring is a requirement for online courses to verify student identity. In an effort to more effectively meet the needs of online students, and to assist campus proctors during peak testing times, the following guidelines are provided:

1. Only one proctored event is allowed each semester (with the exception of MTH, HIT, HIS, & BCS courses).
2. Academic disciplines have a specific "block" of time each semester to provide a proctored event. The current **proctoring schedule** is posted at http://www.otc.edu/testing/testing.php, under the "Proctor Event Schedule".
3. By the end of the first week of classes, instructors should submit proctored exam information using the web form found at https://www.otc.edu/FORMS/testing/testing_faculty.php
4. Resources to be used on a proctored event follow an "all or none" option. Instructors must either allow all resources to be used, or none at all. Due to the fact that limiting some and allowing other resources becomes almost impossible to monitor for each course and students, instructors will not be able to request specific resources to be used on a proctored event. This allows proctors to process students more quickly and efficiently. Scratch paper, calculators, pencils & ear plugs are provided by Testing Services to all students when appropriate.
5. Keep proctored assignments simple; the point is to establish student identity. Proctored events do not need to be a major exam - a short quiz, discussion posting, brief written assignment, or something similar will suffice for proctoring.
6. If using a test for the proctoring requirement, please limit it to no longer than two hours. This is to ensure the efficient use of room space and personnel in Testing Services. If a two-part test is required only one part will be proctored.
7. Proctored events should be posted in Blackboard only. Publisher sites cannot be accessed by Testing Services personnel; if a student has issues with publisher content during the proctored event, the problem may not be resolved in a timely manner.
8. In the instructor's Blackboard course site, there should be a Proctoring button/link on the course menu that contains
   a. the event (assignment, test, quiz, etc.)
   b. information and instructions about the proctored event,
   c. the dates it will be available to students,
   d. a link to http://online.otc.edu/get-started/proctored-exams/ for additional information and forms, and
   e. resources, such as notes, formula sheet, article, etc. - if the instructor allows use during a proctored event.