

Testing Procedures for Students Taking Distance Learning Courses

1. **If you are a Purdue West Lafayette student enrolled in a West Lafayette-based distance learning course**, your exams will be administered on campus and arranged by your instructor. Your Purdue instructor will provide you with detailed information regarding time, place, and procedures.
2. **If you are a Purdue West Lafayette student taking a Purdue-originated distance learning course while residing away from the campus (e.g., in the summer, while on co-op, while serving in the military)**, you will need to identify an appropriate exam proctor to be approved by your Purdue instructor. Your instructor will provide you with access to the Proctor Information Form which will need to be completed by your suggested proctor. Your instructor will provide the exam to your proctor to be administered at a time and place agreed upon by you and the proctor.

Guidelines for Selecting a Proctor and Testing Location

Criteria for Selecting a Proctor-initiated by the student

If the student is taking exams off campus, the proctor:

- Must hold a professional or a responsible supervisory position of employment.
- Have at least one college degree.
- *Must meet the qualifications* listed *and* must be selected from the categories listed on the Proctor Approval Form
- *May not be* related to the student in any way, may not live in the same residence, and may not be a close neighbor or friend
- Be willing to sign a certificate of compliance
- The student and proctor must procure a site appropriate for testing. Exams are not to be administered in a home unless given special exception due to mobility limitations or special needs.

Complete the Proctor Request Form and returned to *the Instructor of record for the course*, e-mail or fax. The proctoring records should be keep on file by the responsible department and a copy given to Purdue Extended Campus (please send to Shannon Harvey, Purdue Extended Campus, Stewart Center Rm., G59). The intent is instructors will approve the proctor, work with students and proctor.

Therefore, once satisfied with the proctor, students may request exams to be mailed, faxed, or e-mailed to the proctor to administer the exams. The proctor and student must follow exam instructions for each course, whether taken online or by paper and pencil. PEC reserves the right to request a proctor change if deemed needed.



PROCTOR APPROVAL FORM

Course Name/Number _____

Student Name _____ PUID _____

Proctor Information – PLEASE PRINT

Name _____

Address _____

Title, position, or rank _____

Place of employment _____

Highest degree from an accredited college/university _____

Name of college/university _____

Home phone _____ Work phone _____

E-mail address _____ Fax _____

How are you acquainted with the student? _____

Where will the exam be administered? _____

Please mark those which apply:

- Military testing, training, or education professional officer
- Military commander at least 2 ranks above student
- Community or area Learning Center professional staff
- Training/testing agency professional staff
- College/school/institute education professional staff, including Cooperative Extension
- Law enforcement training or education officer
- Correctional institution education or administration officer
- Human Resources professional staff
- Workplace supervisor at 2 levels above student
- Library professional staff
- Ordained clergy

I have read and agree to follow the guidelines listed in this document. I agree to comply fully with examination instructions and proctoring guidelines. I find the policies, procedures, instructions, and arrangements agreeable.

Student's name (please print)

Student's signature

Date

Student's e-mail address

Proctor signature

Date

Proctor e-mail address

Proctor fax number