

## 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:**

- 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. 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 all which apply:

Military testing, training, or education professional officer

Community or area Learning Center professional staff

Training/testing agency professional staff

College/school/institute education professional staff

Library professional staff

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.

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Student's name (please print)

Student's signature

Date

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Student's e-mail address

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Proctor signature

Date

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Proctor e-mail address

Proctor fax number