

## Instructions for Remote Proctor

### Process for Administering Exams:

- Verify the identity of the student
- Provide student with writing instrument and blank paper, if needed and allowed. Do not allow the student to take the exam with any unauthorized books, notes, or reference aides of any kind.
- The student should not leave the room during the exam, unless there is an emergency, which should be documented.

#### **If the test is in Blackboard:**

Provide student access to an appropriate internet browser (Please note that MSN is not compatible with

- Blackboard. A listing of browsers compatible with Blackboard and their settings can be found on <http://www.centralaz.edu/x3678.xml> )
- Allow the student to enter Blackboard through their normal method
- Student should navigate to the test site
- Enter the login ID
- Enter the Password

*Under NO circumstance is the login ID or password to be released to an individual student to take the test where an approved proctor is not present*

**Important:** Should the system go down, connectivity be disrupted, or any other technical emergency arise, send an email to the instructor immediately, followed by a phone message. When the instructor receives the message, he/she will reset the test and will inform the student and proctor of the new settings.

#### **If the test is not in Blackboard:**

- At the beginning of the exam, hand the student the appropriate papers and exam copy, per instructions received from the instructor

*Regardless of test type:*

- Remain in the room with the student while he or she takes the exam.
- Collect all papers and questions at the conclusion of the exam

### Process for Verifying Exam Completion:

- When proctoring is complete, fill out the **Exam Verification Form** at the end of this document and send it to the instructor via your official business email, or as per the request of the instructor.
- Return exam papers and other materials per instructions.

**Test Information**  
**(To be filled out by Instructor)**

Instructor: \_\_\_\_\_

Phone: \_\_\_\_\_

Course number: \_\_\_\_\_

Course name: \_\_\_\_\_

CRN: \_\_\_\_\_

Test description/title: \_\_\_\_\_

Date test is to be available: \_\_\_\_\_

Last date of test availability: \_\_\_\_\_

Time allowed for test: \_\_\_\_\_

***Permitted Materials (Y/N)*** \_\_\_\_\_

Calculator: \_\_\_\_\_

Textbook: \_\_\_\_\_

Charts or Notes: \_\_\_\_\_

Answer Sheet: \_\_\_\_\_

Number of sheets of scratch paper: \_\_\_\_\_

***Blackboard:*** \_\_\_\_\_

Online test login ID: \_\_\_\_\_

Online test password: \_\_\_\_\_

***Paper Exams:*** \_\_\_\_\_

Student may write on exam (Y/N): \_\_\_\_\_

Comments & Special Instructions: \_\_\_\_\_

**Exam Completion Verification Form**  
**(To be filled out by Proctor)**

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Date: \_\_\_\_\_

This form verifies that the proctoring has been completed, and all necessary precautions and actions to ensure the security and confidentiality of the test were taken.