

## **Distance Education Test Proctoring Guidelines**

### *Procedures supporting University Policy 3004 – Verification of Student Identity in Distance Education*

#### **Overview**

To address the testing needs of George Mason students taking distance education courses, the university has adopted flexible procedures for proctored testing. This model may be used in any distance education course and has been integrated with the university-supported learning management system.

These procedures provide alternative methods for conducting examinations and tests for students enrolled in distance education courses. Use of proctored testing is voluntary on the part of George Mason faculty is not meant to be employed in every distance education course. Proctored testing must not be used in a manner conflicting with the George Mason University Honor Code.

*Note: in all instances, “faculty” or “instructor” is understood to refer to the instructor of record of a given course.*

#### **Procedures for Administering Distance Education Tests by Proctor**

Step 1: The student submits a request for a proctored examination to the instructor within the period specified by the instructor.

Step 2: The instructor approves or disapproves the request within three business days. The student contacts the proposed proctor to verify his or her willingness to serve as proctor. If the proctor declines, the student must notify the instructor immediately. The instructor may contact the proctor as needed to verify the suitability of the individual as a test proctor.

Step 3: The instructor sends test materials (e.g., cover letter, instructions, test and return information) to the proctor. Test materials should be provided either in hard copy or accessed through a link to a secure website.

Step 4: The proctor returns the completed test to the instructor.

Step 5: The instructor confirms receipt of the test with the proctor and the student within three business days.

Step 6: The instructor grades test and submits grade.

Step 7: The instructor posts grade and provides feedback to student as appropriate.

Step 8: The proctor returns test material.

## **Proctors**

A suitable proctor must be willing to administer the exam. A proctor cannot be a family member or a co-worker. A proctor may be a:

- a. faculty member, administrator, or other professional staff member of a school, or college;
- b. qualified staff member at a commercial testing center;
- c. educational counselor;
- d. library staff member;
- e. member of the clergy;
- f. commanding officer; or
- g. other professional designated by the instructor.

The proctor must be selected and approved in accordance with deadlines specified by the instructor.

The instructor must approve both the requests for proctored tests in general, and the particular individual that will serve as proctor. The instructor may contact a student's requested proctor and may reject requests for a specific proctor for any reason. Faculty may ask proctors about their relationship to the student, whether s/he has a secure place to store the test(s), whether s/he can monitor the student during the test, whether s/he will have any problem returning the test(s) immediately upon completion, etc.

## **Proctor Responsibilities**

Proctors will validate students' identities and accurate contact information on the university's Proctor's Attestation Form or other means as approved by the instructor. Proctors are responsible for providing an appropriate testing environment, keeping tests secure prior to and after test taking and destroying electronic or original copies of tests (e.g., if the completed test was returned to the instructor by fax) upon confirmation of receipt by the instructor. Proctors ensure that students do not leave the testing area until the test has been completed. Proctors must be familiar with test taking procedures but not necessarily familiar with the subject matter of the test. Proctors are not responsible for providing postage and envelopes: students are responsible for providing proctors with postage and envelopes as needed for the return of test material.

## **Testing Sites**

Acceptable testing sites may include designated testing sites on a George Mason campus (e.g., the College of Science Testing/Tutoring Center, <http://ttc.gmu.edu/>), commercial test administration centers and other sites approved by the instructor.

## **Oversight and Evaluation of Proctoring Activities**

Individual cases in which there are concerns about whether student testing through a proctoring arrangement was conducted appropriately will be handled through the university's ordinary procedures for academic dispute resolution.

The Office of Distance Education will periodically review and evaluate the test proctoring procedures to ensure that the procedures are being followed and to make improvements to the process as needed.

**George Mason University  
Distance Education Proctor's Attestation Form**

<b>Student Information:</b>	
Name:	Telephone:
Email:	
<b>Course/Testing Information:</b>	
Instructor's Name:	Date of Test:
Course Number and Section Number:	
Location:	
Other Information:	
<b>Proctor Information:</b>	
Name:	Telephone:
Email:	

By checking this box and entering my name or signature below, I attest that the following statements are true:

- I verified the student's identity prior to allowing the student to take the exam.
- I provided a suitable testing environment.
- I ensured that the testing materials were kept secure prior to and after the test.
- I ensured that the student did not leave the testing area during the test.
- I am not a member of the student's family or a co-worker. I am: (please check)

- \_\_\_ a faculty member, administrator, or other professional staff member of a school, or college;
- \_\_\_ a qualified staff member at a commercial testing center;
- \_\_\_ an educational counselor;
- \_\_\_ a library staff member;
- \_\_\_ a member of the clergy;
- \_\_\_ a commanding officer; or
- \_\_\_ another professional designated by the instructor (Please describe)

- I have no other reason to believe that the security of the testing procedure was compromised in any way.

Proctor Name/Signature:
-------------------------