

HOW TO SECURE AN OFF-CAMPUS PROCTOR

Online students who cannot come to the RIT Rochester, New York campus and must take a proctored exam must make their own proctoring arrangements. These instructions will walk you through the process of finding a proctor and having him or her administer an exam in accordance with the guidelines set by RIT.

Remote students can also attend on-campus exam sessions. You can register at <http://online.rit.edu/exams>.

Students eligible for testing accommodation should also contact the Disability Services Office at 585.475.5538.

A Note to Returning Students: Returning online students who already have a proctor on file do not need to re-submit an application. Students however, must apply for a new proctor if the relationship between them and their original proctor has changed or if the proctor is no longer available.

FIND A PROCTOR

RIT has strict policies regarding proctor selection. An acceptable proctor is someone with no conflict of interest in upholding RIT's standards of honesty. The **Proctor Application Form** includes RIT's Policy on Academic Dishonesty. **Relatives, spouses, friends, neighbors, and co-workers are not acceptable proctors.**

Examples of acceptable proctors include, but are not limited to:

- A work manager or supervisor
- An education or training coordinator at your place of employment
- A human resources or personnel department staff member at your place of employment
- A training department staff member at your place of employment
- A faculty member or administrator of an accredited institution of higher education
- A school teacher
- A certified member of the clergy
- A full-time school or local librarian
- A military officer with a higher rank than the student
- A local college testing center
- Any member of the **Consortium of College Testing Centers**.

To find out if a member is located in your area, go to <http://www.ncta-testing.org/cctc/>. Please note that a proctoring fee may apply for certain testing centers.

If you are having a difficult time finding a proctor that fits within any of these categories, contact Sherry Clark at 585.475.5374 or exams@rit.edu.

SUBMIT A PROCTOR APPLICATION

You and your proctor must fill out and submit a proctor application. Make sure that the proctor's contact information is complete and accurate to help ensure that he or she will receive exams promptly after they are sent. **It is in your best interest to secure your off-campus proctor as early as possible!**

Scan and email the completed form to exams@rit.edu, or fax to 585.475.2530.

You must include some form of proof of the proctor's credentials along with the proctor application.

Acceptable proof of proctor credentials includes:

- A copy of the proctor's business card
- A copy of the proctor's work ID stating his/her position
- A letter from the proctor's HR department or supervisor on company letterhead stating his/her position
- The URL to the official webpage of the proctor's employer stating the proctor's name and position

A driver's license is not acceptable because it does not include the proctor's employer. The proctor will receive a call from RIT Online to confirm the application information.

It is the student's responsibility to procure a local proctor and to submit a completed application to RIT Online by the end of the second week of the course. Please check your syllabus or course outline as soon as possible to confirm proctoring requirements and to make proctor arrangements well before your exams.

RECEIVE A PROCTOR CONFIRMATION

When your choice of proctor is accepted, you and the proctor will receive a Proctor Confirmation by email. Please ask your proctor to add "rit.edu" as a safe sender so the email is not blocked. We will mail the confirmation to the proctor if he or she does not have an email address.

The confirmation letter indicates acceptance of your proctor selection, provides both you and your proctor with important guidelines and instructions about proctored exams, and includes contact information if either of you have any questions. If your choice of proctor is not accepted, we will contact you directly.

GIVE THE PROCTOR YOUR EXAM SCHEDULE

Provide your proctor with your course exam schedule so he or she can schedule time to accommodate these events. Exam dates are usually in the course syllabus or the course schedule.

It is the student's responsibility to schedule a day and time for the proctor to administer the exam at the proctor's location.

THE PROCTOR RECEIVES EXAMS

RIT Online will send exams to your proctor by email, UPS, or fax, as specified on the Proctor Application. Instructor guidelines and due date are provided with each exam. **It is the student's responsibility to confirm that the proctor has received the exam at least two days before the scheduled exam date.**

THE PROCTOR ADMINISTERS THE EXAM

Schedule a date and time to take the exam at the proctor's location. Students are responsible for meeting the due date of each exam. If your proctor is not available for a test, you must set up another proctor who can administer the exam to you or contact your instructor.

Exam guidelines and due date are provided with each exam. Both proctor and student must abide by the guidelines (time limit, use of notes, closed book, etc.) required by the instructor. Failure to follow the exam guidelines is considered a form of academic dishonesty and goes against RIT's standards of honesty (see the Proctor Application Form for RIT's Policy on Academic Dishonesty).

THE PROCTOR RETURNS THE EXAM TO RIT

Your proctor must return the exam himself or herself; however, it is your responsibility to make sure that this happens. **The proctor should not give you the exam to return. The only time the student should have the exam in hand is during the actual proctored exam session.**

Proctors can return the exam by mail, email, or fax, **including the signed exam cover sheet.** Our fax number is provided on the exam cover sheet. If you prefer to return the exam by express mailed to meet the due date, provide your proctor with appropriate postage and materials.

Proctors should keep a copy of the exam on file in a secured location until the end of the course period.

We do our very best to make sure that online students are able to take proctored exams easily. If you experience any problems or have any feedback to share, please send an email to exams@rit.edu. You are very important to us, and we want to give you the very best service possible.