

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3290 DISTANCE EDUCATION PROCTOR POLICY

The College may allow supervised tests and assessments to be administered by an approved test proctor at an alternate site. Proctors are individuals who supervise course tests and assessments. Proctors have a responsibility to ensure integrity during testing situations and should have no vested interest in student success on the exam.

The College (i.e., course instructor) reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The student is responsible for selecting a qualified proctor who then must be approved by the course instructor. Individuals who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, or education officers in the military.

Individuals who may NOT serve as proctors, regardless of other qualifications, are: relatives, friends, neighbors, tutors, supervisors, co-workers, or an athlete's coach.

Falsifying proctor information or not following proctor testing procedures is considered a violation of the NCTC Student Code of Conduct and the student may be subject to college sanction (i.e., suspension) or course failure.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06

1/27/09 Reviewed

3/26/10 – Reviewed

3/1/11 – Revised

AASC 1st Read 4/5/11

Cabinet Approved 5/19/11