

## **NORTHLAND COMMUNITY & TECHNICAL COLLEGE**

### **3290P DISTANCE EDUCATION PROCTOR PROCEDURE**

A student enrolled in a Distance Education course must submit to the faculty member assigned to the course, information about his/her proposed community-based testing environment and proctor through the following procedure:

1. The student locates a proctor candidate and potential test environment that meet specific criteria. Individuals 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.
2. The student submits the proctor information on a form provided by the course instructor during the first week of the semester.
3. The designated faculty for the course evaluates the information and decides whether the proposed test environment and proctor meet the required criteria and will communicate the approval status of the proctor request to the student.
4. If the designated faculty determines that the proposed test environment or proctor does not meet the requirements for any reason, the student will be asked to locate a different proctor and to resubmit the new information following the previous steps.

Enrolled students who fail to submit information for approval will be expected to complete all tests and assessments on designated dates at one of the Northland Community and Technical College campuses.

*Date of Implementation:*

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*AASC 1<sup>st</sup> Read 4/5/11*

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