

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3290 DISTANCE EDUCATION PROCTOR

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 or sites who are eligible for approval include: college or public librarians, high school or college faculty, college testing or learning centers, professional proctoring services, 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 Northland 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:

06/02/04

Date & Subject of Revisions:

05/09/06 AASC Reviewed

05/18/06 Executive Council Approval

01/27/09 Reviewed

03/26/10 Reviewed

03/01/11 Revised

04/05/11 AASC 1st Read

05/19/11 Cabinet Approved

03/05/12 Reviewed

03/19/13 Sent to Distance Ed Committee for Review

03/21/13 Revised

04/07/14 Reviewed

03/17/15 Reviewed

02/23/16 Reviewed

04/12/17 Reviewed by E-Learning Committee

04/04/18 Reviewed

04/10/19 Reviewed

02/27/20 Reviewed

03/15/21 Reviewed

03/16/22 Reviewed