*Form A: Exam Proctoring Student Information (rev.10/2019)*

In *[CourseName]*some exams will require a proctored environment. You will have *[#ofOption]* options for taking your proctored exams: (*Students must always be offered Option 1 and 2 and it is highly recommended to offer all 3. You will want to have the students select an option well before the date of the exam*).

1. You can take your exams at any of the CR testing centers; the [Eureka Academic Support Center](http://www.redwoods.edu/asc/) (707/476-4154), the [Del Norte Education Center](https://www.redwoods.edu/delnorte/Home/Library) (707/465-2330) or the [Klamath-Trinity Hoopa Site](https://www.redwoods.edu/kt-home) (530/625-4821). You will need to MAKE AN APPOINTMENT and bring a VALID PHOTO ID.
2. You can arrange and pay for your own exam proctoring by finding a proctor who meets the proper proctoring criteria (see below). There will be ADDITIONAL forms to fill out and your instructor will need to approve and communicate with the person you have identified. If you choose to go with this option, you should probably start the process NOW.
3. You can take the exam at home, using Proctorio. This is an online automated proctoring system that runs in your web browser (Chrome only). If you choose this option, you will need to enable a WEBCAM on your computer and Proctorio will record you taking the exam. You will be recorded during the entire exam, and any suspicious behaviors flagged by Proctorio, and reviewed by your instructor.

**Instructors Proctoring Schedule**: Please ensure you are able to meet all deadlines:[*Example*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNIT EXAM # | PROCTORING CHOICE (Fill in your preference) | SIGNING DATE! (inform instructor by) | EXAM OPENS  (becomes available) | EXAM CLOSES  (is due) |
| 1 |  | Mon, Jan29 at 5:00 pm | Wed, Feb 7 at 12:00 am | Sun, Feb 11 at 11:59 pm |

**While you are taking the exam: [***Example Instructor preferences for the exam***]**

* Aside from the exam itself, [“you may” or “may not”] use any printed or hand-written material (such as books, notes/notebook, etc.).
* You may not use any personal electronic devices (laptop, tablet, data storage / memory card, calculator, phone, etc.) [*UNLESS authorized by the instructor in writing]*.
* On the proctor’s or testing center’s computer used for the exam, you may only open and use the test and software that is authorized by your instructor or as configured in the Proctorio software.
* This exam requires access to the following: **[***software or websites required for the exam***]**

## How to Arrange For Your Own Exam Proctoring:

* If you are not using a College of the Redwoods testing center or Proctorio (the online automated proctoring system), then you will need to arrange and pay for your own exam proctoring by filling out Form B: “Student/Proctor Agreement Form” and returning it to your instructor. **IMPORTANT: You must email the Form B: Student/Proctor Agreement Form to your instructor by the dates specified in the syllabus or you may forfeit your chance to take the exams.**
* It is the student’s responsibility to make arrangements with the proctor well in advance of the exam, using Form B: “Student/Proctor Agreement Form” and to pay all costs for proctoring. Once you’ve identified a person who agrees to be your proctor, you must complete and email your instructor *[Email address]* the Form B: “Student/Proctor Agreement Form” per the dates on the proctoring schedule.
* The exam will be delivered electronically online by computer, you will need to use a computer at your proctor’s place of business and under your proctor’s supervision.

## Students may use a proctor who meets any of the following criteria:

* Librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable.
* **Please note**: The following may **NOT** proctor this exam for you: An immediate work supervisor,relative, significant other, CR student, or anyone living in your home.

## The Proctoring Process:

* Your instructor will send an email confirming receipt of the proctor information followed by detailed proctoring instructions to your proctor via email.
* Once your proctor receives those instructions, you will be able to take the exam at the day/time agreed upon between you and your proctor per the schedule showing which days the exam will be available for testing.
* Fees, if any, charged by your proctor are your own responsibility CR will not reimburse you for any proctoring fees.

Any variance from these requirements may be considered academic dishonesty, which is a violation of the [Student Conduct Code](http://go.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2) (AP 5500). In such cases where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and may be reported to the Chief Student Services Officer or designee. (AP 5500) is also available on the CR website at <https://www.redwoods.edu/board/> board policies AP/BP.