

## 5.1.2.2. OFTC Distance Education Test Proctoring

The Test Proctoring Procedure at Oconee Fall Line Technical College were developed to ensure the security and integrity of distance education student testing.

The proctored event may be the final exam or other exam or project as determined by the instructor. If a student does not take the proctored event for that course, the student receives a grade of F for that course.

OFTC has 3 proctoring exam choices:

1. A face-to-face exam with the course instructor or designee
2. Respondus Monitor
3. A third-party proctor with prior approval from the course instructor

Respondus Monitor, a web-based, remote proctoring software may be used instead of an on-campus proctored event. A webcam and certain technology specifications are required. The instructor will provide these requirements to the students; the requirements will also be posted on the OFTC Proctoring webpage.

If a student is taking an online exam outside of our service area or has extenuating circumstances and cannot utilize Respondus Monitor, he/she may request a proctor from another technical college or a proctor from outside of OFTC from the list below. Students are required to provide the proctor with Test Proctor Guidelines and complete the Non-OFTC Proctor Approval Application. The completed application needs to be returned to the instructor at least three weeks before the exam.

A family member or personal friend cannot be an approved proctor.

Proctors may be selected from the following groups:

1. A faculty member, assessment staff, or administrator of another technical college in Georgia
2. A faculty member, assessment staff, or administrator of an accredited university or college
3. A vocational rehabilitation counselor
4. A school superintendent, principal, or counselor
5. A commissioned or noncommissioned officer whose rank is higher than the student's own for military students

OFTC does not assess any charges for OFTC distance education students' proctoring services. OFTC students requesting proctoring services at other TCSG institutions will not be assessed proctoring fees, nor will OFTC assess proctoring fees for a student requesting proctoring services provided the student is enrolled at a TCSG college.

OFTC students choosing proctoring services to be rendered by a non-TCSG college or organization may be assessed a proctoring fee at the discretion of the non-TCSG college or organization.

**References**

Test Proctor Guidelines

Respondus Monitor Requirements

Non-OFTC Proctor Approval Application

Proctored Exam Information Agreement for OFTC Sites

Proctored Exam Information Agreement for Non-OFTC Sites

Adopted: June 28, 2012

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