

Proctoring process for remote students taking Manhattan Tech online courses

A student driven process.

Timeframe	Student	Teaching Faculty	Proctor
		Within syllabus, provide at least 2 proctored tests with testing window indicated	
First week of class	Read syllabus, identify the proctored events, note the testing windows		
First week of class	Access and print Proctor Agreement Form		
One week before first proctored test	At least 1 week before testing window, begin the proctor process	Communicates expectations with student	
	Read the form		
	Fill out the student information section		
	Determine if there are fees. (student pays)		
	Request to be proctored at that location in the future		
	Request proctor to fill in the proctor information		Reads and completes Proctor Agreement Form from Manhattan Tech
	Return the signed Proctor Agreement Form to the instructor via fax or scan	Receives the Proctor Agreement Form and keeps record	Expects to receive necessary information at least 1 week before testing window.
		At least a week before testing window, <u>contact proctor with password</u> entered into MATCOnline, time limits, restrictions on materials (scratch paper, calculators, text, etc.). Do <u>not</u> give password to students	
Week of test	Makes <u>and</u> keeps appointment with proctor	Communicates expectations with student such as time limits, restrictions on materials (scratch paper, calculators, text, etc.)	Verifies identity and enters password for event
	<u>Proctor</u> will enter password, use of time limits, and restrictions on materials	Instructs proctor to submit and/or destroy necessary items	Submits and/or destroys items as requested