

**The University of South Dakota/Division of Continuing Education
Proctor Guidelines**

To facilitate finding secure testing environments, The University of South Dakota has established guidelines and procedures by which students enrolled in distance courses may take proctored examinations. Instructors determine whether proctored examinations are required for their course. **Please read these proctor guidelines completely before proctoring.**

Academic Dishonesty:

Evidence of scholastic dishonesty related to examinations in a USD course may result in a grade of "F" on the examination and an "F" in the course. In this regard, scholastic dishonesty includes, but is not limited to:

- Copying from another students exam
- Using materials not authorized by the professor
- Possessing materials such as lessons, books, or notes which are not authorized by the professor. Students may not have access to back packs, purses, personal laptops or cell phones.
- Collaborating with or seeking aid from another person during the test without authority
- Substituting for another person, or permitting another person to substitute for one's self, to take the test

Who can be approved to serve as a proctor?

Proctored exams must be taken and supervised at an official testing center at a community college, college or university. The examination should be administered in a quiet, well-lit office or classroom setting conducive to concentration. Examination administration in private homes is **NOT** appropriate. In order to maintain academic integrity, proctors may **NOT** be a relative, close friend, neighbor or roommate of the student.

In addition, proctor candidates must be from one of the following categories:

- Superintendent or principal of a local school
- County superintendent of schools
- Librarian
- Clergy
- Registrar or Dean of a college or university
- Other professional approved by the Division of Continuing Education

Proctor Required Technology:

- A working e-mail address
- Internet access if the exam will be distributed to proctors via the internet
- A printer

Proctor Responsibilities:

- Proctor must ensure all necessary technologies are available and working.
Only the proctor may handle the actual exam prior to and following its completion. Store the exam/password in a secure location where it cannot be accessed by students. Passwords should be entered by the proctor.
- No copies of the exam other than the copy used for test-taking are to be made at any time.
- Check student photo ID to ensure the examinee is actually the person scheduled for the exam.
- The proctor must follow the instructor's requirements for administering the exam. These may include a time limit, specific allowable equipment, such as a calculator and inclusion or exclusion of books notes, etc. For paper exams, note any testing irregularities on a separate sheet.
- Terminate the exam if the testing procedure is compromised due to the student's improper conduct. Notify the University of South Dakota, Division of Continuing Education as soon as possible by email ceinfo@usd.edu and by calling toll-free 1-800-233-7937.
- If a site fee or postage is charged for exam supervision, request payment from the student at the time of testing.
- The proctor must prepare the exam (and any relevant materials, e.g., scratch paper) for return by sealing it in an appropriate envelope, defined and/or provided by USD, immediately after the student completes the exam. The exam should be shipped within 24 hours of completion.

How does the proctor receive the exam depends on how the instructor is conducting the exam:

- Passwords are emailed to proctors for WebCt exams.
- Paper tests are mailed to proctors through postal mail unless otherwise directed by the instructor.

Student Responsibilities:

- Make arrangements with proctor.
- Submit proctor choice as per proctor form to USD Continuing Education for approval at least two weeks prior to the exam date.
- Pay any testing fees to the testing center and postage, if applicable.
- Take the exam during the pre-arranged time.