

Guidelines and Forms for Proctored Exams

Office of Distance and Extended Learning, Texas State University

If you are enrolled in a Texas State University distance education course, your instructor may offer you the option to take examinations at a test site in your area according to the guidelines below. Exams taken off campus at an approved test site are referred to as *proctored exams*. You are responsible for all fees charged by the test site for administering and returning proctored exams.

STEPS AND GUIDELINES FOR TAKING PROCTORED EXAMINATIONS

Carefully read and follow the steps and guidelines below to avoid delays or other problems with taking proctored exams:

- 1. Select a test site as soon as possible, preferably during the first week of the semester. Following are acceptable proctored test sites for distance-learning courses:**
 - Commercial or institutional testing centers. You may find the list at <http://www.correspondence.txstate.edu/students/testing-sites.html> helpful.
 - Other educational institutions, military bases, and public libraries approved by your instructor.
- 2. Have an administrator at your selected site complete and sign the attached *Testing Agreement Form*. Complete the student information and sign. Have the selected site return the form to the Office of Distance and Extended Learning (ODEL). It must be on file in the ODEL at least 2 weeks prior to the exam date.**
 - It is your responsibility to inform the test site whether the test will be taken via “paper and pencil” or electronically via the Internet. In order to supervise an online-proctored test, a test site must have the minimum hardware and software as specified in the *Testing Agreement Form*.
 - It is the responsibility of the test site administrator to select a proctor who is a qualified professional staff member of the test site. A proctor may not be your family member or a coworker.
- 3. Schedule a date and time to take the test at the test site. Keep in mind your instructor’s requirements to complete the exam on or between specific dates.**
 - If your test site is approved, your instructor or the ODEL will provide to the test site the exam along with instructions as needed and any materials you may be allowed to use while taking the exam (e.g., calculator).
 - Your proctor is responsible for notifying the ODEL or your instructor (depending on who sent the exam) that the exam was received and keeping exams secure prior to and immediately following administration.
- 4. Take the exam at the approved site.**
 - After you take the exam, you and the test site administrator must complete and the test site administrator must return a *Proctor Report Form* to ODEL in order for you to receive credit on the exam. The ODEL or your instructor sends the *Proctor Report Form* along with the exam to the testing site.
 - You are responsible for all fees charged by the test site for administering and returning the exam.
- 5. To take a subsequent exam for the same course, notify the Office of Distance and Extended Learning 2 weeks in advance by email (corrstudy@txstate.edu) or phone (1-800-511-8656 or 512-245-2322) that the subsequent exam can be shipped to the same test site.**
 - Or, if you plan to use a different proctor for a subsequent exam, submit a new form 2 weeks before the subsequent exam is to be administered.
- 6. Questions or Problems?**

Call ODEL at 1-800-511-8656 if you have any questions or problems with the process.

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TESTING AGREEMENT FORM

This Testing Agreement Form is effective only for the current semester.

To be Completed by the Test Site Administrator:

- I agree to be the administering site of an examination for the student below.
- I certify the test proctor is a qualified staff member and not a friend, family member, or coworker of the student below.
- Upon receipt of the exam, I agree to notify the Texas State Office of Distance and Extended Learning (ODEL) or the instructor (depending on who sent the exam) that I received the exam. I further agree to keep the exam secure prior to and immediately following administration.
- I agree to complete and return the Proctor Report Form provided by Texas State to the ODEL immediately after the student completes the exam. I further agree to return the completed exam (unless taken via the Internet) and any scratch paper used during the exam period with the Proctor Report Form.
- I understand that the student is responsible for all fees related to administering and returning the exam.
- I agree to provide a suitable environment for testing.
- If the exam is to be administered via computer, I agree to meet the hardware and software requirements as specified at <https://isdcourseinfo.its.txstate.edu/Hardware-Software-Requirements.html>.
- I have verified the student's identity using the student's driver license.

Testing Site Administrator's Name: _____

Testing Site Administrator's Signature: _____ Date: _____

Organization / Institution: _____

Mailing Address: _____ Email address: _____

_____ Phone number: _____

_____ Fax number: _____

To be Completed by the Student:

Student name: _____ Texas State Student ID#: _____

Student signature: _____ Date: _____

Mailing Address: _____ Email address: _____

_____ Phone number: _____

_____ Fax number: _____

Course number: _____ Instructor name: _____

Test Site Administer to Mail or Fax this Form to:

Office of Distance and Extended Learning / Texas State University
ASB 302-N
601 University Drive
San Marcos, Texas 78666

1-800-511-8656 or
512-245-2322 Voice
512-245-8934 Fax
DistanceEd@txstate.edu