

CHATTANOOGA STATE COMMUNITY COLLEGE

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Center for Distributed Education (CDE)
Policy 03:00
Proctoring Distributed Education Courses

10/20/09

- 1 Proctoring Distributed Education Courses
- 2 1. Proctoring Policy
- 3 1.1. Proctoring Process
- 4 1.1.1. Proctoring of all exams/tests in Distributed Education Courses shall be one of the
- 5 following formats:
- 6 1.1.1.1. Final Exam Only
- 7 1.1.1.2. Mid Term and Final Exam
- 8 1.1.1.3. Four to Six section exams/test – It is preferred that these be limited to four.
- 9 1.2. Exam Length
- 10 1.2.1. During the semester – exams/tests are limited to 1 hour 30 minutes maximum
- 11 1.2.2. Final Exams – limited to 2 hours and 30 minutes maximum
- 12 1.3. Proctoring Format
- 13 1.3.1. Computer
- 14 1.3.1.1. Can be from publisher web site and/or eLearn
- 15 1.3.1.2. Options, but recommended, to us Respondus Lock Down Browser
- 16 1.3.1.3. All password codes and testing schedule must be submitted by instructor
- 17 to CDE by the end of the 1st week of the semester
- 18 1.3.2. Paper
- 19 1.3.2.1. Can be paper, Scantron or any other non-internet format
- 20 1.3.2.2. All Masters must be submitted by instructor to CDE by the 1st week of the
- 21 semester and include:
- 22 1.3.2.2.1. Master copies of all tests
- 23 1.3.2.2.2. Instructions
- 24 1.3.2.2.3. Additional test materials
- 25 2. Instructor Proctoring Form
- 26 2.1. All instructors will complete and submit to CDE by the 1st week of each semester the
- 27 Instructor Proctoring Form
- 28 2.2. This completed form should include:
- 29 2.2.1. Instructor Details – Name; ‘A’ Number; email address
- 30 2.2.2. Course Details – Course number and section; Class start date; maximum number
- 31 of students; total number of proctored exams/test
- 32 2.2.3. Assessment Details – Names of each piece of proctored assessment; Assessment
- 33 start/end date/times; Password codes for all assessment; Items allowed during
- 34 assessment and any other relevant instructions/materials.
- 35 3. Proctors
- 36 3.1. All proctors will be one of the following:
- 37 3.1.1. Employees of the college assigned to proctor exams
- 38 3.1.2. Vetter External proctors
- 39 4. Student ID
- 40 4.1. Students are required to present their Chattanooga State photo ID to be proctored