



## PALO VERDE COLLEGE Non-Local Student Guide

Off campus examinees should be testing under the same conditions as their on-campus peers to ensure the academic integrity of the examination. Proctors must be a responsible and reputable third party. The Distance Learning Office reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.

### STEPS FOR OFF-CAMPUS TESTING REQUEST

1. Student must locate an appropriate proctor – See “selecting a proctor” section.
2. The *Request for Off-Campus Proctor* must be completed and returned by the student – Attached.
3. After the Distance Learning Office has received the *Request for Off-Campus Proctor* from the student, the potential proctor will receive the proctor’s package which will be sent by the Distance Learning office.
4. The Proctor must complete and send the *Off-Campus Proctor Agreement* form to the Distance Learning office. A copy of the proctor’s driver’s license must be attached the proctor agreement form.
5. The staff in the Distance Learning Office will verify the proctor information.
6. The staff in the Distance Learning Office will notify the potential proctor regarding the status of the proctor request.

### SELECTING A PROCTOR

<b>APROPRIATE PROCTORS</b>	<b>INAPPROPRIATE PROCTORS</b>
<ul style="list-style-type: none"> <li>• Professional educators               <ul style="list-style-type: none"> <li>○ Superintendents</li> <li>○ Principals</li> <li>○ Teachers</li> <li>○ Counselors</li> </ul> </li> <li>• Community librarians</li> <li>• Professional employees of accredited post-secondary colleges or universities</li> <li>• Officers of the court</li> <li>• Hospital administration</li> <li>• Clergy</li> <li>• Human Resources Professionals</li> <li>• Corporate managers (not immediate supervisors)</li> </ul>	<ul style="list-style-type: none"> <li>• Family members/relatives</li> <li>• Friends</li> <li>• Co-workers</li> <li>• Neighbors</li> <li>• College peers</li> <li>• High school students</li> </ul>

## **STUDENT RESPONSIBILITIES**

1. The student must locate an appropriate proctor and have the *Request for Off-Campus Proctor* completed and return to the distance learning office for approval two weeks before the first exam is due.
2. Any fees charged for the testing service are the responsibility of the student requesting the off campus proctored site.
3. Request for exams/quizzes/assignments must be done via to the Distance Learning Office prior the due date. The request must include; course number, section number, instructor, and name of the test/quiz.
4. Student must make arrangements with the proctor for testing dates.

## **PROCTOR RESPONSIBILITIES**

1. Complete and send the *Off-Campus Proctor Agreement Form* to the Distance Learning Office. A copy of the proctors Driver's License/ID must accompany the *Off-campus Proctor Agreement* form.
2. Verify the student identity (Student must present photo identification to the off-campus proctor).
3. The examination should be administered in a quiet office or classroom setting conducive to concentration. Examinations administered in private homes are **NOT** appropriate.
4. Read and follow all examination instructions carefully, ensure that testing procedures are clear and that all test pages are accounted for prior to the administration of the exam.
5. Proctors should be present during the entire examination period.
6. Once the exam has been handed to the student, the student must take the exam at that time.
7. In case of an emergency and student must stop testing, the proctor must collect the exam and forward it to the Distance Learning Office. Student is then responsible to contact the instructor for any arrangements necessary.
8. Ensure that no copies of the exam are made.
9. All test papers must be collected including scratch paper.
10. If there is a fee to proctor an exam, or postage, please request payment from the student at the time of testing. Palo Verde College is **NOT** responsible for any proctor or postage fees.



**PALO VERDE COLLEGE**  
**Request for Off-Campus Proctor**

**STUDENT INFORMATION**

\_\_\_\_\_  
First, Middle, Last Name (Print) \_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Physical Address, City, State, Zip code

\_\_\_\_\_  
Phone/Cell Number \_\_\_\_\_  
E-mail address

\_\_\_\_\_  
*Potentials Proctors Name (Print)* \_\_\_\_\_  
*Potentials Proctors email (print)*

Please list ALL courses to be proctored off-campus:

_____ Course	_____ Section	_____ Instructor	_____ Term/Year
_____ Course	_____ Section	_____ Instructor	_____ Term/Year
_____ Course	_____ Section	_____ Instructor	_____ Term/Year
_____ Course	_____ Section	_____ Instructor	_____ Term/Year

Please give a brief explanation for your off-campus proctor request:  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned student, understand the information provided and agree to follow the provided guidelines. I understand that if I am suspected of cheating or tampering with the exams, this will be reported to my instructor and my exams may be invalidated. I also understand that my instructor may take other actions against me, and the privilege to have an off-campus proctor will be revoked.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
SID# \_\_\_\_\_  
Date