



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 Correspondence Education Department reserves the right to verify proctor qualifications, request additional evidence of eligibility, or request that 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 Correspondence Education department has received the *Request for Off-Campus Proctor* from the student, the potential proctor will receive the proctor’s package from our office.
4. The Proctor must complete and send the *Off-Campus Proctor Agreement* form to the Correspondence Education department. A copy of the proctor’s driver’s license or state ID must be attached the proctor agreement form.
5. Correspondence Education staff will verify the proctor information.
6. Correspondence Education staff will notify the potential proctor regarding the status of the proctor request.

SELECTING A PROCTOR

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

STUDENT RESPONSIBILITIES

1. The student must identify an appropriate proctor and have the *Request for Off-Campus Proctor* form completed and returned to the Correspondence Education department for approval **two weeks** before the first exam is due.
2. Any fees charged for a testing service are the sole responsibility of the student that is requesting the off campus proctor.
3. Requests for exams/quizzes/assignments must be done electronically, prior the due date. The request must include; course number, section number, instructor, and name of the test/quiz.
4. The student must make arrangements with the proctor for testing dates/times.

PROCTOR RESPONSIBILITIES

1. Complete and submit the *Off-Campus Proctor Agreement Form* to the Correspondence Education department. 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 complete the exam in one sitting.
7. In the case of an emergency and the student must stop testing, the proctor must collect the exam and forward it to the Correspondence Education department. The student is then responsible for contacting the instructor for any special arrangements.
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