



## PALO VERDE COLLEGE Off-Campus Proctor Guidelines

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.

### PROCTOR CRITERIA

1. Proctor must be an Appropriate Proctor as stated in the Off-campus Proctor Guidelines.
2. Proctor must have a business address and business e-mail address – Exceptions will be considered.
3. A copy of the proctors Driver’s License/ID must accompany the Proctor Agreement Form.

| <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>○ Principles</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 Examinations* 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 *Proctor Agreement Form*.
2. Verify the student's 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 Off-Campus Proctor Agreement Form

Thank you for your willingness to proctor an examination for a PVC student. Please review the Off-campus Proctor Guidelines attached. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form.

### Proctor Criteria:

1. Proctor must be an Appropriate Proctor as stated in the Off-campus Proctor Guidelines.
2. Proctor must have a business address and business e-mail address – Exceptions will be considered.
3. A copy of the proctors Driver's License/ID must accompany the Proctor Agreement Form.

### PROCTOR INFORMATION

\_\_\_\_\_  
First, Middle, Last Name (Print)

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Type of ID and ID #

\_\_\_\_\_  
Employer Name:

\_\_\_\_\_  
Employer Address, City, State, Zip

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Business E-mail address

\_\_\_\_\_  
Name of student to be proctored

\_\_\_\_\_  
Student ID#

### PROCTOR AGREEMENT

We will confirm your position as stated above. Once you have been approved as this student's proctor we will be able to forward the examinations to you. We will send all exams to the email specified above.

I certify that I am an employee of the above institution or organization AND that I have no conflict of interest with regard to the proctoring of examinations for the student listed above. I have read and understand the off-campus proctor guidelines.

\_\_\_\_\_  
Proctor's Signature

\_\_\_\_\_  
Date

### DISTANCE LEARNING OFFICE

**\*\* Please return the completed off-campus proctor agreement form as soon as possible\*\***

- Scan and email to: [dlo@paloverde.edu](mailto:dlo@paloverde.edu)
- Fax: 760-921-5583
- Mail: Palo Verde College, ATTE: Distance Learning Office, One College Drive, Blythe CA 92226
- *If you have any questions, please feel free to contact us at (760) 921-5568*

Proctor verified by: \_\_\_\_\_

Date: \_\_\_\_\_