

AOP-11-18-08-01
PROCTORING POLICY
MEMORANDUM OF UNDERSTANDING

Between eCampus
And

Troy University Campus and/or Site

The new proctoring policy provides students in designated programs the option of selecting a designated testing center located at a Troy University campus or Global Campus site. The student will be charged \$25 if they select a Troy University Campus or site and the charge will be posted to the student's account.

The proctor will be required to follow the directions stated below:

1. A proctor must be in the room or observe student during the testing session at all times.
2. A proctor must not allow students to use their personal laptops during the testing session.
3. A proctor must not allow student to keep a copy of the exam following the testing session.
4. A proctor will read the directions provided by the instructor and the eCampus Testing Office to the student prior to the exam.
5. The proctor must adhere to the time allowed for the exam by setting a time clock at the beginning of the testing session.
6. The proctor must send the exam to the faculty member following the exam.
7. If the exam is scheduled on Blackboard and the exam stops during the exam, the student can, under supervision of the proctor, try to contact the instructor for a reset if time permits in scheduled exam time. Otherwise the student will have to email the instructor to reset the exam at a later time/date. The proctor will take no responsibility for resetting the exam.
8. The proctor must not tell the student the password prior to the exam. The proctor will be responsible for entering the password.

eCampus will comply with the following:

9. eCampus acknowledges ultimate responsibility for testing of eCampus students and agrees to cooperate fully with the campus/sites that assist in this effort.
10. eCampus will pay the campus/sites \$25 per student. Graduate students under the new proctoring policy are charged \$25 per course and the fees will be transferred to an account for that campus/site.
11. eCampus agrees to provide the test to the proctor, or password if online, as soon as it is received from the instructor. The standard will be at least 72 hours before the requested test date.

12. eCampus will ensure that email correspondence to host Campuses/sites includes the student's last name in the subject line and contact information (email and phone) in the body of the email.

The _____ (Campus/Site) agrees to the provisions stated above and will provide testing sessions during evening schedules.

Troy University Campus/Site agrees to the provision stated above.

For the University Campus/Site:

Date: _____

APPROVED BY ACADEMIC STEERING COMMITTEE, NOVEMBER 18, 2008

OPR: DR. EARL INGRAM