Proctor Approval Request FAQs

Who can be a Proctor?

Proctor Qualification:
(These are minimum requirements. An instructor may have additional requirements that need to be considered when securing a proctor)

✔ The proctor must be employed in a professional position (school, government agency, qualified business, etc.)
✔ The proctor will need to be able to ensure testing conditions which include:
  o verify identification of the test taker,
  o provide a professional setting/environment (school, agency, business)
  o adequate computer and internet access,
  o quiet and uninterrupted setting,
  o prevent test taker from having access to materials outside those provided by the test administrator/faculty
  o ensure test taker does not have access to other personal electronic devices during test

At the discretion of M State, the proctor candidate may be asked to complete the assurance form that is validated by a Public Notary.

✔ The Proctor email address must be a professional email address (not gmail, hotmail, onet, etc.)
  o The email address is used to communicate private educational data regarding testing it must be active and a professional account, NO exceptions.)
✔ The proctor will be denied if (s)he is found to be connected to the student in any of the following ways:
  o a family member or friend
  o employed within a business owned by a family member or friend
  o supervised by a family member or friend
  o a direct report to the student taking the test
  o student is a direct report of the proctor

✔ The proctor must be able to be verified and approved by the college representative.

In order to maintain the integrity of the online testing process, an M State representative has the right to contact and interview the individual identified to perform proctoring services and deny the request for any reason.

Missing information on the Proctor Approval Request Form may delay or deny the request.

Where can I find a Proctor?

• M State Library (see M State Library Contact Information document for details)
• Another M State staff, faculty or administrator
• Minnesota State Colleges and Universities (MnSCU) Proctoring List
  If you are enrolled in an online course within the MnSCU system which requires proctoring of an exam, test proctoring services may be available at a campus located near your home. You may located a MnSCU institution and the point of contact by going to MnSCU Test Proctoring Site
  NOTE regarding locations on the MnSCU Test Proctoring Site list:
St. Cloud Tech only proctors to outside students during the summer term. If you are in the St. Cloud area and need proctoring services during fall and spring term please go to St. Cloud State University Testing Center for assistance.

- Local/City Library
- Local High School Teacher/Administrator
- Local Adult Basic Education or Area Learning Centers
- Work Force Center
- Military NCOIC, Commander, or other ranking official not directly assigned to the student
- Software Secure Remote Proctor Service

If you are not sure if a proctor is suitable, please check with your instructor. An instructor has final oversight of proctor credentialing and maintains the right to deny any proctor request.

Students who identify a proctor from the M State Library list, MnSCU proctor contact list, or Software Secure Remote Services (RPNOW) have identified pre-approved proctors. Contact information must still be included when completing the form as applicable.

Where can I take the test?
In a public and/or professional location only.

Private residences are not an approved testing location.

If you are unable to secure testing in a public location, you may want to use the RPNOW, remote proctoring service provided by M State through Software Secure. This is a student paid proctor service which allows testing any time from location of the student’s choice. Specific site requirements are expected with Software Secure, please review these requirements prior to choosing this service to ensure compliance with requirements.

What happens after I have completed the form/request?
1. The form will be filed and forwarded for verification and processing.
2. A student development team member will review the document. (Please allow a minimum of 5 business days for appropriate processing)
3. The form will be sent to the instructor identifying proctor choice and whether approved or denied.
4. The instructor will communicate to each student whether the proctor is approved or denied.

Proctor Approval:
1. The student is responsible to follow-up with the proctor and notify them that they have been approved. (There is no need to notify Software Secure Remote Proctor service)
2. The student should confirm test arrangements (date, time, location) and if any important test information provided by instructor.
3. Whether using an M State proctor, a proctor from the MnSCU system, or someone you know, it is important to ensure they are available during the times and dates when you will need them.
   - Completing the form does not confirm test arrangements, the form identifies whether the proctor is acceptable. The student will want to confirm test arrangements after notification that the proctor is approved.
   - M State, MnSCU institutions and other businesses have specific hours of operation that they need to work in order to assist you. Please be sure to contact the person(s) you wish to use as a proctor prior to submitting the request so you can be sure they are available when you wish to take the test. Same day or “walk-in” services are not an option for on-site services, please plan accordingly!
4. When it is time for the test, the instructor will email the information to the proctor at the pre-arranged time and date.

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5. If using the Software Secure Remote Proctor Service, follow the specific instructions provided by the instructor for those services.

If the proctor is not approved:

- The student is responsible for resubmitting a new request with new proctor information and the process will start over.

By Submitting a Proctor Request:

By submitting the Proctor Approval Request Form, the student agrees to comply with the Minnesota State Community and Technical College Academic Honesty and Integrity Policy which includes, but is not limited to the following:

- Cheating on an examination - Students are required to explicitly follow the examination expectations of the instructor.
- Receiving help from others in work to be submitted, if contrary to the rules of the course.
- Plagiarizing; Taking and passing off another’s ideas, writings, or work as your own without properly citing the source. “Give credit where credit is due”.
- Submitting work from another course unless permitted by the instructor.
- Stealing examinations or course materials.
- Falsifying records. (this includes but is not limited to proctor identification/information)
- Assisting anyone to do any of the above.

The consequences of academic dishonesty are determined on a case-by-case basis by each instructor and may include but are not limited to one or more of the following academic sanctions: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, or failing grade in a course. In severe cases, the student may be referred to the student code of conduct process for possible sanctions.

For questions regarding the M State proctoring services please contact the course instructor.

Click Here to submit your request!