

CPTC Procedure: Proctoring of Distance Education Credit Courses

Purpose

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in Coastal Pines Technical College online courses will receive individual secure login and passwords to the learning management system (LMS). Proctored events are an additional measure available to faculty members' as a secondary method to authenticate identity.

The Coastal Pines Technical College (CPTC) Office of Distance Education will provide proctoring services for students who are taking online courses. Also, CPTC will proctor exams or other assignments for any student of any Technical College System of Georgia (TCSG) college at the end of each term or during the examination period.

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event, and for submitting the required approval form for each event. Qualified proctors must meet with the requirements of Coastal Pines Technical College.

Students must complete the proctoring event no later than the date specified by the instructor in the course syllabus or provided by the instructor in a subsequent communication. Students who do not complete the proctored event as scheduled must comply with the specifications as explained in the course syllabus.

Proctoring Fee

CPTC does not charge a fee to proctor examinations to students. Also, Technical College System of Georgia (TCSG) colleges do not charge a proctoring fee to administer examinations to students of other TCSG colleges. However, students who choose to have an examination proctored outside of the TCSG system are responsible for any fees that could be incurred by the proctoring institution.

Proctoring Methods

On Campus

Students who live within reasonable commute distance (50 miles) of a CPTC campus where the exam or assignment is scheduled must attend the scheduled event as announced in the course syllabus.

Off Campus

Students who live outside of reasonable commute distance (more than 50 miles) from the CPTC campus where the exam or assignment is scheduled, do not have access to a web-based proctoring option through the College, or cannot attend the on-campus proctored event must submit a Proctored Examination Request Form to schedule an end of term proctored event with a qualified proctor. The Coordinator of Distance Education will contact the identified proctor as well as the course instructor. The instructor in turn will supply the required detailed instructions

via College e-mail to the e-mail address on file for the facility per the proctored event communication below.

The Coordinator of Distance Education will verify the validity of the proctor as well as the requested location. Notification will be forwarded via e-mail to the instructor and the student regarding the validity of the proctor. If the proctor is not a valid proctor, the student will be asked to select a proctor. Once the proctor is approved, the course instructor is required to send proctored event communication via e-mail to the address provided on the approval form for the proctor.

Proctoring Approval Form Submission

It is the student's responsibility to find a qualified proctor with whom they can arrange a date, time, and location to complete their proctored event requirement. Once a proctor is selected, the student must complete and submit a Proctored Examination Request Form for each event. Completed forms must be submitted via email to the Coordinator of Distance Education. Forms must be submitted no later than 14 days prior to the requested event date. Students who do not submit the required forms within the time period will be subject to the Instructor's make-up examination policy as described in the course syllabus. Students, instructors, and proctors will receive an e-mail confirmation upon receipt of the form. If confirmation is not received within two business days of the scheduled exam, students should send e-mail to the Coordinator of Distance Education for assistance.

Qualified Proctors

Qualified proctors will meet the following criteria:

Be employed full-time as a:

- Teacher
- Professor
- Librarian
- Administrator at a public secondary school, university, library or testing center
- Military active duty commissioned officer whose rank is higher than the student's own.
(Approved for students in the military only)
- Contracted by CPTC for the purpose of proctoring.

Proctored Event Communication

Off Campus

Information is provided by the instructor in the course syllabus, or provided by the instructor in a subsequent communication, for the course specific proctored event. The use of a professional proctoring solution is provided through the LMS as contracted by Coastal Pines Technical College.

Off Campus Alternative

In the event that the professional proctoring solution is not used by the course instructor, the course instructor is required to provide the following information to the event proctor:

1. CPTC Proctor Event Information Sheet and CPTC Proctoring Roster Verification Sheet
2. Student name
3. Course ID

4. Course Reference Number (CRN)
5. Instructor's name, email address, and phone number
6. Requested event date and time (making the item available for the approved time period)
7. Student CPTC (College) e-mail address
8. Student's primary phone number
9. Detailed Proctor Instructions will include the following:
 - a. a link to the online materials
 - b. login instructions and exam password for the proctor
 - c. whether or not the event is to be timed, and if so, the amount of time to be allotted
 - d. whether or not the student is allowed to use any notes or other reference materials during the event, and if so, a list of what materials are allowed
 - e. any additional detailed instructions the instructor deems appropriate for the event
 - f. the student sign in process to show a government issued photo id
10. After the proctored event, the CPTC Proctoring Roster Verification Sheet with the student and proctor signature from sign in should be returned to the Coordinator of Distance Education.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: April 28, 2014

Reviewed: November 16, 2022