

Situations may arise in a course when you are required to take an exam and need a proctor.

Arranging for Proctored Examinations

Based on information provided by your instructor, contact a person qualifying as a suitable proctor and ask him/her to proctor your examination. If the person agrees, arrange a date, time, and place for the exam. You must pay any expenses involved. The examination must take place at a business address and not a residential address.

Complete the Examination Proctor Agreement Application form provided by the instructor. If your proctor is not associated with Dakota State University, please see instructions under "Securing a Suitable Proctor."

If the exam has not been taken two weeks after the scheduled date, your selected proctor is instructed to return the exam to the instructor.

Securing a Suitable Proctor

If you are unable to take your examination(s) at a Dakota State University location or at the Extended Programs office, you must arrange to have your examination(s) supervised by an appropriate proctor. Verification of the proctor's position must be sent to the instructor. A general Examination Proctor Agreement Application form can be found at <http://www.departments.dsu.edu/disted/courses/proctor.htm> Suitable proctors are listed below.

- ✓ A full-time member of the teaching faculty or an educational administrator of DSU. Faculty members or administrators may also designate other individuals in education as a proctor; such designation must be submitted in writing to the Extended Programs Department.
- ✓ For South Dakota residents, a high school superintendent, supervising principal, principal, or an Intermediate Unit administrator whose name appears in the Education Directory of the DSU Department of Education. Please note that only superintendents, principals, and Intermediate Unit administrators are listed in the directory.
- ✓ A member of the teaching faculty or an educational administrator of any regionally accredited institution of higher education. The student must submit a page from the institution's directory or catalog that lists not only the proctor's name and title, but also the institution's name. A photocopy of the catalog or directory page is adequate: the photocopy must show the institution as well as the name and title of the proctor. It is acceptable to submit a letter on official letterhead verifying the position of the designated faculty member or educational administrator. Such documentation must

accompany the Examination Proctor Agreement Application form. Do not submit proctor verification with your registration form. Submit verification with your Examination Proctor Agreement Application form only.

- ✓ An elementary or high school teacher, or school librarian, provided you submit a letter on official letterhead from the individual's principal or superintendent verifying his or her position. A photocopy of a teacher's certification is not sufficient.

***NOTE:** Currently employed teachers may not request a fellow teacher to proctor their examinations. Superintendents or principals from the same school district are acceptable.*

- ✓ For students outside the state of South Dakota, any educational administrator holding a position similar to those described above whose name appears in a directory or catalog. You must submit a page showing the proctor's title, as well as the institution's name along with the Examination Proctor Agreement Application form.
- ✓ A librarian who holds a library science degree may act as a proctor. Submit a letter written by this individual's supervisor on official letterhead from the library system in which he or she is employed. The letter must include verification of the proctor's employment, highest degree earned, and job title.
- ✓ For personnel of the Armed Forces, any commissioned officer of higher rank than the student, a base commander, a noncommissioned officer in command of a military post, an educational officer, or a base librarian. The exam request must be accompanied by a letter on official letterhead from the base commander (or an authorized representative) verifying the proctor's position.
- ✓ An eligible proctor for a 5000-series unit level of a credit-free course for industrial training may be the employee's immediate supervisor, foreman, manager, or company educational manager.
- ✓ For a supervised high school student enrolled in a high school level course, the assigned supervisor will proctor all of your examinations.
- ✓ For courses requiring a preceptor (or clinical instructor), the preceptor will act as your proctor.
- ✓ Credit-free course examinations may be proctored by anyone described above.

***NOTE:** Relatives are not permitted to proctor examinations.*

Proctor Responsibilities

The examination proctor must follow strict guidelines associated with an examination. Any acts of academic dishonesty will be dealt with on a case-by-case basis and may be

ruled as cheating as stated in the DSU student handbook. Proctors should attempt to provide proof of the information stated below.

- ✓ I have stored the examination where it is inaccessible by other students.
- ✓ I have verified the student's identification prior to the examination.
- ✓ No copies of the examination were made during my tenure as a proctor.
- ✓ Unless specified by the instructor, the student did not access notes, books, or other materials to complete the examination.
- ✓ I have given the student no more than the allotted time to complete the examination.
- ✓ I have documented any altercations or irregularities and will submit them to the instructor.
- ✓ I have secured the examination after completion and before mailing it to the instructor.
- ✓ I have utilized package tracking information for the exam and will mail the exam to the instructor within four (4) hours of examination completion.
- ✓ I have requested proctor payment from the student knowing that DSU does not pay fees associated with proctor services.

DSU has the right to contact a designated proctor to establish credentials. DSU may at any time request additional verification or mandate an alternate proctor. The proctor services may be terminated at any time by any or all three active parties (student, proctor, DSU) with written notice to all parties involved.

If you would like to request the DSU Extended Programs department to proctor your examination, an application is available. Contact the DSU Extended Programs department at <mailto:dsuinfo@dsu.edu> or 800-641-4309 or 605-256-5049 for further information.