

Facilitator Responsibilities

Within the framework of the Nova Scotia Community College, **the responsibility of the facilitator will be to handle the arrangements for the administration of tests for students requesting a proctor and the release of the exam on the agreed upon date.** The facilitator will retain a copy of Student Proctor Request forms and Proctor Agreement forms. The criteria listed in "[Criteria for Approving a Proctor](#)" will be used by the facilitator for approving a proctor and the procedures will be used for administering tests to students through a proctor.

Proctors must be selected by a date established by the student's course facilitator. A proctor cannot be a family member, tutor, support person or co-worker. **The student's facilitator must approve requests for proctored tests and the individual proctor.** The course facilitator will reserve the right to contact a student's requested proctor and to reject requests for a specific proctor for any reason. On the day of the test/exam the course Facilitator will be responsible for releasing the test.

The process for approving and releasing a test to an external proctor is as follows:

1. The student and selected proctor will complete the "[agreement form for external proctor](#)".
2. The completed form is submitted to the course facilitator for approval in sufficient time to arrange for their supervised assessment.
3. The facilitator will notify the chosen proctor and student when the proctor has been approved by signing the form and emailing it to the proctor and student.
4. Time and date to write the test/exam will be set up between the student, the facilitator and the proctor.

Proctoring Procedure on Day of Test/exam

1. When student arrives at the site the proctor will ensure the student taking the exam is identified by checking photo identification.
2. The proctor contacts the course facilitator. Facilitator confirms that the student is with the proctor. **Facilitators should confirm this with the proctor only, not the student.**
3. The course facilitator will release the test/exam in the TLM.
4. The proctor and student will read the instructions in the test/exam header and proceed accordingly.
5. If needed, the Facilitator will be contacted again to release the test once more so that the answers may be entered into the TLM.
6. Original copies are either faxes and/or mailed to the facilitator or shredded (**PLEASE READ DIRECTIONS ON THE EXAM HEADER**).
** Students must provide the proctor with postage and envelopes necessary for return of any of this material.**
7. **Both the student and proctor will be required to sign the test(s) if required to be returned to facilitator.**