

External Proctor Arrangements

External Proctors are used when a student lives outside of Nova Scotia, or due to extenuating circumstances cannot access a campus.

Student Proctoring Requests

Proctors must be selected by a date established by the student's course facilitator. Possible proctors are listed under "Criteria for Approving a Proctor". 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.

Students will be able to request proctor approval by completing these steps:

1. Review the document "[Criteria for Approving a Proctor](#)" and then contact the person you have decided fits the criteria outlined.
2. Make certain that your chosen proctor has an opportunity to review the list of responsibilities outlined in the document "[External Proctor Responsibilities](#)".
3. When the person has agreed to act as your proctor, complete page one of the form "[Agreement Form for External Proctor](#)".
4. Have your chosen proctor fill out the proctor section and sign the form.
5. Submitting a completed Student/Proctor Agreement Form to the course facilitator in sufficient time to arrange for your supervised assessment.

******Very Important******

The process for finding and approving an external proctor can sometimes take a lot of time. Please make sure that you start this process in plenty of time to be ready to write your test/exam in the time frame set out in your course outline.

Facilitator Responsibilities

1. 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.
2. Time and date to write the test/exam will be set up between the student, the facilitator and the proctor.

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.

Procedures for Administering Tests Using an External Proctor

1. All requests will be confirmed for students within 72 hours of receipt by the facilitator.
2. All tests and/or test release information will be sent to the proctor(s) via email, fax and/or postal service by the facilitator. Additional information sent should include a letter and instructions, as well as return information. (Students requesting proctored tests must provide the proctor with postage and envelopes necessary for return of paper tests and/or electronic materials.)
3. Before releasing the exam, **the Facilitator must confirm with the proctor that they are with the student** so that an exam is not released directly to the student.
4. Returned tests/exams, requiring grading, will be graded and recorded by the facilitator. Marks will be forwarded to the Registrar.
5. Problems or concerns related to proctoring will be shared with the facilitator for determination of action and with Online Learning for evaluation and improvement of proctoring process.

Expanded Proctoring Procedures

Summary of Steps:

1. Student submits the proctor request form to the facilitator.
2. Facilitator goes through steps to approve or disapprove the proctor requested based on the approved criteria outlined above.
3. Test Material is sent via mail/fax/email to the proctor by the facilitator, if required.
4. Facilitator confirms that the student is with the proctor and releases the exam.
Facilitators should confirm this with the proctor only, not the student.
5. Completed tests are returned to the facilitator or shredded according to the test instructions in the test header.
6. Facilitator grades tests according to course specifications and submits grades to the Registrar.
7. Facilitator posts grades for student review.
8. Paper tests (taken and untaken) and electronic test files are returned to the facilitator.