

PROCTORING GUIDELINES-MATC STUDENTS & INSTRUCTORS

Instructor Information:

1. A proctor session includes, but is not limited to, exams, quizzes, and assignments that need to be administered by TLC proctors.
2. Exams/quizzes/assignments that are to be proctored are done so at the request of the course instructor. The TLC proctors will follow all instructor guidelines.
3. The instructor must provide available dates and/or times for the exam/quiz/assignment.
4. Other guidelines to consider are time limit, open/closed book, open/closed notes, scratch paper, calculator, and any other resources.
5. The TLC will not proctor any exam/quiz/assignment without prior approval from the course instructor.
6. Scheduling should be done at least 24-48 hours in advance by emailing TLC@manhattantech.edu. However, we are aware situations arise that may make scheduling difficult, i.e. student is late, hardware or software issues, and medical or family emergency. Do not hesitate to contact the TLC. We are here to provide as much support as possible.

Student Proctoring Policies:

1. Proctoring will occur during designated proctoring hours. Each session will be scheduled 12-24 hours in advance. Appointments may be set up for a complete semester.
2. Scheduling should be done online [HERE](#).
3. We are aware situations arise that may make scheduling difficult. If this is the case, contact the TLC at TLC@manhattantech.edu.
4. Students will provide valid photo ID for all proctoring sessions. A Manhattan Tech student ID or driver's license are preferred methods. (If you are a current student and do not have a student ID, then Student Services can provide one.)
5. If a photo ID cannot be provided at the time of the proctoring session, then NO exams will be administered. Only the TLC Coordinator will approve exceptions to the policy.
6. All students participating in a proctor session must sign in to the Accudemia system. TLC staff can assist.
7. Student cell phones will remain off during all proctor sessions. Cell phones and all other electronic devices will be locked in secure lockers during test sessions. If the student fails to comply, the proctor session will be terminated.

8. Only materials allowed on the exam/quiz/assignment are allowed in the Achievement Center testing center.
9. The TLC proctors will follow all exam/quiz/assignment guidelines set by the course instructor. Students will be expected to follow the same guidelines.
10. The TLC proctor will repeat all instructor guidelines to the students and verify they understand.
11. Failure of the student to comply with set guidelines will result in the immediate termination of the proctor session.
12. All proctor sessions for exams/quizzes/assignments will be completed in a single sitting.
13. Proctors will not address questions regarding content on any exam/quiz/assignment.
14. Once a proctor session is complete, students should sign out of the Accudemia system.