

Proctored Examination Policy and Procedure

Degree Programs

ACOT degree students are required to complete proctored exams; SIX are course exams and are appropriately spaced throughout the entire degree program of study and ONE is the degree exit exam. Each proctored exam is comprehensive and covers the content of the entire course. The last proctored exam is a degree exit examination which is comprehensive and designed to verify the student is achieving the desired outcomes and competencies of the entire degree program. The degree exit exam further measures general education skills such as critical thinking, reading, writing and mathematics.

The courses which have been selected to have proctored exams are marked in the course syllabus, the program layout in the college catalog, and on the ACOT website, so that students are aware of which courses have proctored exams.

Failure to take a proctored exam within the allotted time (by Sunday at 11:59 p.m. following the end of the course), will result in a grade of F for the entire course even though a student's grade average for the course is high enough to pass without taking the proctored exam.

Proctored Exam Defined

ACOT defines a proctored exam as one in which an independent, reputable, third-party proctor verifies the identity of the test-taker and monitors the test-taker while he or she completes the exam to ensure the integrity of the testing process. The results of a proctored examination should reflect the test-takers own knowledge and competence of the course in which he or she is enrolled. The test-taker must provide the proctor with valid government-issued photo identification, to confirm his/her identity.

Exam Location/Proctor Qualifications/Time Frame

- Location: A preferred place is an approved examination site such as a Prometric Testing Center. Other acceptable locations include a college, university or public library.
- Qualifications: The proctor must be a registered proctor of a testing center, college or university administrator, or librarian and must be approved by ACOT.
- Time Frame: The student must complete the proctored exam (whether at a specific location or online through ProctorU) by Sunday at 11:59 p.m. following the last day of the course.

Proctored Exam Procedures

1. If a student chooses not to use the online proctoring service provided by ACOT, or is unable to take the proctored exam at the ACOT campus, he/she must obtain his/her own independent, qualified proctors and provide appropriate contact and qualification information to ACOT prior to taking an exam to enable ACOT to approve (or disapprove) the proctor. A proctored exam form should be filled-out and submitted to the registrar who will contact and verify the information regarding the instructor's name, agreed upon location and time. The exam will not be released without aforementioned approval.
2. The Registrar will provide the completed form to the proctor. Included with the form will be instructions to the proctor, testing specific and student accommodations.
3. ACOT administration will email a username and password to the proctor. The proctor must save this password information in a secure location and must not share it with the student.
4. At the scheduled time, a student should meet his/her proctor at the designated testing location. The proctor must validate the student's identity by reviewing legitimate, government-issued photo identification.
5. The student should log onto the eLearn system, access the online exam, and then have the proctor enter his/her password. Students cannot access the exam until this information has been provided.
6. After the student has completed the exam, the instructor will be notified immediately that the exam is finished and ready for grading.