

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-61 -- VWCC OFF-CAMPUS PROCTORED TESTING

Policy Number: I-61

Last Reviewed: February 7, 2018

Responsible Dept.: Learning Resources

In instances where students are required to complete an academic activity in a proctored setting that is not under the supervision of the instructor, the proctored setting must meet the conditions set forth in this policy. A proctored setting is operationally defined as a setting that is supervised by an approved, impartial person (a proctor) who verifies the identity of the student and ensures the security and integrity of the environment in which the academic activity will be completed.

Whenever possible, students are expected to use the Virginia Western Testing Center to complete proctored tests and activities that are not under the supervision of the instructor. The main Testing Center is located on the campus of Virginia Western and an off-site location is available at the Franklin Center in Rocky Mount, VA by appointment.

Students who reside outside the Virginia Western service area (Roanoke City, Roanoke County, Salem, Craig County, southern Botetourt County, and Franklin County) or that face mitigating circumstances that pose a significant barrier to using one of the official Virginia Western Testing Centers listed above, may select an alternative proctored testing location. An alternative location may include an online proctoring service with which the college has an established relationship. Students seeking to use an alternative proctored location must obtain prior approval from their instructor by submitting a VWCC Proctor Request Form.

Instructors will work with students to verify residency or document mitigating circumstances as necessary. Students are responsible for any and all fees associated with using an alternative proctored testing location. Students must identify a proctor and location that meet the guidelines contained in this policy and provide that information via the Proctor Request Form. However, instructors have final approval and may reject any proctor or location at their discretion. Instructors must approve the requests for proctored activities, in general, as well as for the particular location where the proctoring will take place, and for the individual who will serve as proctor.

The student is responsible for:

- Identifying the potential proctor and location,
- Submitting a VWCC Proctor Request Form to the instructor,
- Paying any and all fees associated with using an alternative proctored location,
- Providing any postage and envelopes required for the test or materials to be returned to Virginia Western,
- Abiding by due dates and contacting the proctor to set up appointments as necessary to meet those due dates, and

- Following all procedures and policies required by the instructor

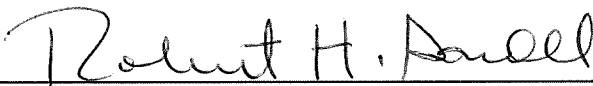
Alternative Proctor and Location Guidelines:

A proctor should be an employee of an educational institution (high school, college or university), a private or commercial testing center, or a government institution (public library, government office, etc.). Other Community Colleges in the Virginia Community College System that have a campus testing center may be an option. Military personnel may identify a proctor at a military educational center: a base Librarian, a test control officer, or a commanding officer. The proctor should have no conflict of interest in upholding the Academic Conduct policy as outlined in the Student Conduct Policy and should not be a relative, friend, fellow student, co-worker, immediate supervisor, or coach. Proctors are required to monitor test taking and then mail or email the test and or related materials to the instructor at Virginia Western or ensure test/materials are submitted through the learning management system.

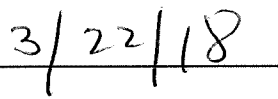
Alternative proctor locations must be conducive to testing or academic activities while maintaining the integrity and security of the academic process. Potential locations include college, university, or private testing centers; public or academic libraries; or private office space that meets these standards.

Students with documented disabilities, who need to utilize alternative proctor locations should contact the Office of Disability Services to discuss accommodations, proctoring options and payment waiver.

Approved by



Robert H. Sandel, Ed.D.
President


Date