



NUMBER: 911  
SUBJECT: PROCTOR EXAMS PROCEDURE  
EFFECTIVE DATE: APRIL 21, 2008  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
PAGE 1 OF 1

---

### **911.1 — DEFINITION**

#### **911.1.1 — Proctored Examination**

A proctored exam is a supervised exam.

### **911.2 — RESPONSIBILITIES**

#### **911.2.1 — Student Responsibilities**

Students are responsible for arranging a proctor to oversee their exam process. They must obtain a Proctor Approval and Agreement Form from the Bridgerland Applied Technology College (BATC) Assessment Center (or BATC Web site) and have the proctor complete the top portion of the form. The student must then submit the completed form to the department head for approval at least two (2) weeks prior to the examination date. Students are expected to demonstrate academic integrity throughout all phases of the proctored testing process and are responsible for making sure their proctor has been approved and their exam requests have been submitted. Students are also responsible for arranging a test date with both their instructor and proctor. (A Proctor Approval and Agreement Form must be completed.)

#### **911.2.2 — Faculty Responsibilities**

The department head (in the department for which the student will be testing) or his/her designee is responsible for approving the student's Proctor Approval and Agreement Form. Instructors are responsible for providing instructions for test administration and any applicable passwords to the student's approved proctor.

#### **911.2.3 — Proctor Responsibilities**

A proctor is an individual certified by BATC who agrees to supervise an examination for a BATC student. They have the responsibility to facilitate fairness and integrity during testing situations. A proctor may be an upper-level manager, school administrator or guidance counselor, librarian, teacher, test administrator from another school, training employee, human resource's official, or minister of an established church, synagogue, or mosque. Relatives or friends may not serve as a proctor. Proctors must certify that they are not related to the student, nor are they a close friend, neighbor, church official, athletic personnel, or employer of the student. Proctors must obtain the tester's identity from a valid picture I.D. and verify that they will administer the exam(s) in accordance with the instructions provided by BATC. Online exams must neither be administered on the student's computer, nor will students have access to exam passwords. Proctors must collect all papers and questions at the conclusion of the exam. A proctor should never leave the student unattended during the examination.

#### **911.2.4 — BATC Testing Center Responsibilities**

BATC Assessment Center staff is responsible for providing testing materials, passwords, instructions, etc., to the approved proctor. If test results are not provided to the student through the testing process, the Assessment Center will mail exam results to the student as soon as they are received.