



# New Mexico State University

## Offsite Proctored Testing Form for NMSU-Las Cruces Online Courses

### Student Instructions:

- (1) Fill out the Student Information and Course Information sections.
- (2) Find an instructor-approved proctor in your area. (The proctor must not be a friend or relative)
- (3) Have the proctor read the directions, complete and sign the "Proctor Information" portion of the form.
- (4) At least 3 business days before the test, submit the completed form to the NMSU-Las Cruces Proctoring Liaison, who will verify the proctor and coordinate between the course instructor and proctor.

### Student Information

STUDENT NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ HOME PHONE:(\_\_\_\_\_) \_\_\_\_\_

WORK PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE:(\_\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS (include city, state and zip): \_\_\_\_\_

### Course Information

COURSE # AND TITLE: \_\_\_\_\_

COURSE INSTRUCTOR: \_\_\_\_\_

EXAM (example: Midterm, Test 2, etc): \_\_\_\_\_

EXAM DATE & TIME: \_\_\_\_\_

### Proctor Information (to be completed by the Proctor)

PROCTOR NAME /TITLE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER:(\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER:(\_\_\_\_\_) \_\_\_\_\_

PROCTOR E-MAIL (REQUIRED): \_\_\_\_\_

PROCTOR FEE: \_\_\_\_\_

I agree to serve as a proctor for the above-mentioned student and to prevent academic misconduct. I certify that I am not a friend or relative of this student. I agree to abide by the directions provided on page 2 of this form.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Proctor Verification

The **student** is responsible for mailing, faxing, or emailing the completed form to NMSU-Las Cruces Proctoring Liaison for verification:

**Mail:** Susan D. Bussmann, Office of Distance Education, New Mexico State University, Box 30001, MSC 3CEL, Las Cruces, NM 88003

**Fax:** (575) 646-2044

**Email:** suceppib@nmsu.edu

*(only this page needs to be returned)*

## Directions for Person Serving as Proctor of Exam

Thank you for agreeing to proctor an examination for a New Mexico State University student. The examination will be completed under your supervision.

Policies and procedures for proctoring examinations are as follows:

### Receipt of Exam

- If the exam is a printed exam, you may choose to receive a paper examination by mail or a printable pdf via e-mail.
- If the exam is an online exam, you will receive a password via email from New Mexico State University. You will need to enter the password in order for the student to access the examination. **Please type the password yourself and do not give the password to the student.**
- Please keep the examination or examination password in a safe and confidential place.
- With the examination, you will also receive information on the time limits and what the student may have access to during the examination.

### Examination Procedures for Paper Exam

Please verify the student's identity with a picture ID. The student should be given only the time specified to work on the exam.

### Examination Procedures for Electronic Exam

The computer used for the exam must be one to which the student has had no prior access. Please verify the student's identity with a picture i.d. At the time agreed upon for the examination, the student will log into NMSU Canvas to access his/her course. Upon following a link to the examination, he/she will be prompted to enter a password to gain access to the examination. At that time, you should enter the password that was sent to you via email. **Please enter the password yourself and do not give the password to the student.** The password will allow access to the examination.

Please do not enter the password until the student is ready to take the exam, as this starts the clock on the exam. Timed exams will deny access to the student when the time expires.

### Proctoring the Exam

While testing is occurring, please guard against academic misconduct.

- Monitor the student during the examination. Verify that the student does not have access to a cell phone, PDA, laptop or other communication device.
- Unless specified on the examination, the student should not have access to the textbook or any other supplemental material or equipment.
- For electronic exams, the student should have only one browser window open during the exam. In other words, the computer monitor should display the exam only, and no other parts of the course or other websites.

### Return of Paper Exam

At the completion of a paper examination, please collect the exam and do one of the following:

- Mail the exam to the instructor; an address will be provided. The student is responsible for reimbursement for an envelope and postage.
- Scan the exam and e-mail to the instructor at the provided e-mail address. Hold the original exam in a safe place until the instructor confirms that a readable copy was received, then destroy the exam.
- Fax the exam to the instructor at the provided fax number. Hold the original exam in a safe place until the instructor confirms that a readable copy was received, then destroy the exam.