

## Test Proctoring Procedures

The following guidelines have been adopted for Test Proctoring Services at Mayville State University:

1. MSU students who request proctoring of tests for distance courses from other institutions would not be charged for this service.
2. Non MSU students who request proctoring of tests for distance courses from other institutions would be charged \$20 for each course, to be paid in advance of the first testing time. This is seen as a service to the community but does require time and effort for staff who agree to provide the proctoring and some expense is encountered by the university (printing, faxing, long distance charges). The proctoring fee would be deposited in an appropriate local account; i.e. local testing account or local library account.
3. All students who request test proctoring services would be expected to provide postage paid, pre-addressed envelopes if the institution requires that tests be mailed to them.
4. If institutions require or request the return of tests by fax, test proctors would do so at no charge.
5. MSU students who are enrolled in on campus courses and/or MSU distance courses would be expected to arrange test proctoring with the course's regular instructor.
6. Supervision of tests for any student (MSU or non MSU) will be limited; i.e. the proctor will not necessarily be in the room with the test taker, but will 'check in' periodically and will ensure that standardized testing procedures are followed. Students taking tests will be asked to leave all personal items and other materials in a secure location while they are taking a test.
7. Test proctoring will occur during regular office hours, and students must plan to have completed tests by the close of the proctor's business day, unless specifically arranged in advance with the test proctor.
8. A photo ID will be required for any student who is not known by the test proctor.
9. Proctoring of tests must be arranged at least one week in advance.
10. Guidelines established by the host institution or instructor will be followed when proctoring tests. If guidelines cannot be followed; i.e. private testing room is not available, test proctor will not be in the room during testing, etc., the student will be asked to make other arrangements for proctoring of tests.

Staff in the following offices are available to provide test proctoring services and requests may be made by phone:

- Library Staff – 701-788-4817
- Academic Support Services – 701-788-4747
- Counseling Services – 701-788-4772
- Instructional Support – 701-788-4645

**Adopted: September 14, 2009**

**Sponsor: Vice President for Student Affairs and Institutional Research**