



# Proctoring Agreement: STUDENT

You have registered for an online course that requires a proctor for its exams. A proctored exam is administered by an individual who supervises the student while he/she is taking the exam. The proctor's function is to ensure the integrity and security of the exam. Frequently Asked Questions about the full proctoring process can be found at <http://advancedengineering.umd.edu/frequently-asked-questions-proctoring>. Additionally, information regarding the University of Maryland Honor Pledge can be found at <http://shc.umd.edu/SHC/HonorPledgeInformation.aspx>. An Honor Pledge signed by the student is required with each proctored exam. Please note that OAEE is required to inform the course instructor of any proctoring process, exam and/or honor code violations. Further reporting of such violations to the Office of Student Conduct is at the instructor's discretion.

## Choosing a Proctor

The proctor may be any *disinterested* third party. A member of the HR/Training staff within your company would qualify to serve in this position. Students have used hotel concierges, librarians, religious leaders (i.e. pastors), and military education officers when an HR/Training staff member is unavailable. **The proctor cannot be any person with a vested interest in your success, such as another student in the program, a friend, family member, supervisor, or subordinate.** You and the proctor can be in the same department or work on the same project, but one cannot report to the other.

## Scheduling Exams

*Professors* (not the OAEE) determine the date(s) for exams. Online students may take the exam at any time on the approved date and are not restricted to the on-campus times unless specified by their professor.

If you are unable to take the exam on the scheduled date(s), you must discuss an alternative date with your professor. **If an alternative date is approved, you must provide the professor's written permission via email to the OAEE, preferably one week in advance, to ensure that the materials are sent to your proctor on time.** If you miss your scheduled exam time, your professor may give you a zero on the exam.

The OAEE must receive this completed Agreement *within two weeks* after sending it to you. Please note: If you do not return the Agreement to the OAEE by this deadline, you will be at risk of jeopardizing your course grade for failure to make proctor arrangements. This Agreement must be completed and re-submitted each semester in which you register for an online course that requires a proctor. The OAEE reserves the right to deny any proctor or assign proctors to students as necessary.

Name: \_\_\_\_\_ UID (9-digit number): \_\_\_\_\_

Course(s): \_\_\_\_\_ Email Address: \_\_\_\_\_  
(ex. ENPM 600)

Semester: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Proctor Options

**Select all that apply below.** It is permissible for you to have more than one proctor, as long as the OAEE receives a separate Proctoring Agreement for each person and you indicate which proctor will be used for each of your exams. If you have a last-minute proctor conflict, you must find a substitute from one of the options below and submit a new Proctoring Agreement to the OAEE (preferably at least one week before your scheduled exam). You are responsible for contacting and confirming each proctor.

\_\_\_\_\_ **Off-Campus Proctor** (completion of page 2 *required*)

\_\_\_\_\_ **On-Campus Proctor**

\_\_\_\_\_ *In-class: This option is only available for courses with an associated on-campus (0101 or CP01) section.* You must contact the professor for permission to take the exam with the on-campus students. If the professor approves, please inform the OAEE via email so we can ensure that a seat is reserved for you.

\_\_\_\_\_ The OAEE proctors exams during regular business hours (8:30 AM – 5:00 PM, Monday-Friday). To schedule your proctored exam time here, please contact Brittani Berry at 301-405-3017 or [bberry12@umd.edu](mailto:bberry12@umd.edu). Please note: it is recommended that you contact Lisa at least one week in advance to schedule your exam time.

\_\_\_\_\_ The *Distance Education Technology & Services (DETS)* office proctors exams after-hours (5:00 PM – 9:00 PM, Monday-Thursday, in 2125 J.M. Patterson). To schedule your proctored exam time here, please contact Ms. Katie Truedson at 301-405-0031 or [ktruedso@umd.edu](mailto:ktruedso@umd.edu). Please note: it is recommended that you contact Katie at least one week in advance to schedule your exam time.

By signing below, I certify that I have read and understood the above statements, will abide by the OAEE and University proctoring and academic policies, and am responsible if the proctor does not adhere to the regulations as stated herein.

\_\_\_\_\_  
*Signature (original signature or official electronic signature only)*

\_\_\_\_\_  
*Date*



# Proctoring Agreement: PROCTOR

## Proctor Responsibilities

As the student's approved proctor, your responsibility is to administer the student's exam(s) for the duration of the semester. You will receive the exam instructions, Honor Pledge, exam, and any supplementary exam materials by email from the OAEE one business day before the exam is to be administered. (If the University is closed due to unforeseen circumstances [i.e. weather-related], the OAEE will send you the exam when the University reopens. All closures will be posted on the University of Maryland Police Department's website, [www.umpdnews.umd.edu](http://www.umpdnews.umd.edu).) Exams **cannot** be administered in a home office.

Print all pages and provide them, along with scrap paper if permitted, to the student at the beginning of the testing period. Give the student a 15-minute warning before the exam time ends and stop the student when the time is up. Then, scan and email or fax the exam and any supplementary note pages to the OAEE. **Once you have the OAEE's written confirmation that the electronic materials were successfully received,** then send all pages by regular mail to the OAEE (including the address line "Attn: Proctoring").

The electronic copy of the exam is used by the professor for grading. As a Best Practice, we have found that the electronic files are best received when scanned/faxed using the darkest possible setting and, for scanners, the A3 horizontal setting.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

(See policy on page 1 ["Choosing a Proctor"] and in #1 below)

### Please initial the following statements:

1. \_\_\_\_ I certify that my relationship to the student falls within the proctoring guidelines.
2. \_\_\_\_ I will inform the student if he/she is required to pay any fees for testing at my facility.
3. \_\_\_\_ I will inform the student if he/she is required to provide a stamped, addressed envelope for me to return the original exam materials back to the OAEE.
4. \_\_\_\_ I will ensure that the student adheres to all exam instructions (regarding duration of time to take the exam and usage of outside materials and electronics).
5. \_\_\_\_ I will not permit the student to leave the proctoring facility with any original or copied exam materials.
6. \_\_\_\_ I will ensure that no page edges are cut off on the electronic file and that the exam is sent using a dark-enough setting so that the answers are legible for the professor.
7. \_\_\_\_ If I choose to email the exam to the OAEE, I will not include the student as a recipient.
8. \_\_\_\_ I will **NOT** mail out the hard copy of the exam materials, including the original exam, honor pledge and note pages, until I have received written confirmation from the OAEE that the electronic file was successfully received.
9. \_\_\_\_ I will immediately return the exam materials to the OAEE, either by fax or as an email attachment, upon the student's completion of the exam.
10. \_\_\_\_ I will delete the electronic file of the exam once it has been administered.
11. \_\_\_\_ I will inform the OAEE if the student is found in violation of any of the exam instructions, proctoring guidelines or the UMD Honor Code.

By signing below, I certify that I have read and understood the above statements and that I will abide by the OAEE and University proctoring and academic policies.

\_\_\_\_\_  
*Signature (Original signature or official electronic signature only)*

\_\_\_\_\_  
*Date*