

Fall 2022 Remote Proctor Exam Nomination Process

RESPONSIBILITIES OF THE DEPARTMENT

Faculty who have students completing Fall 2022 remotely can use this process for students to identify and nominate a proctor to administer an exam that requires supervision. This process requires administrative support from the U of I department offering the course, review of the nominated proctor's qualifications by the department chair, and coordination between the U of I department office and the approved proctor.

If a course instructor is going to require a supervised administration of an exam, the instructor must communicate this possibility to students in sufficient time for the student to locate a proctor and provide information to the department office for review and approval.

The unit administrator is responsible for reviewing the proctor's qualifications and making a determination of whether the proctor nominee is approved.

The course instructor must provide the exam materials to the department office as well as written instructions for proctoring the exam.

The department office will send and receive exam materials on behalf of the course instructor. Given the time sensitive nature causing this remote option, materials can be scanned, faxed or sent via email.

PROCTOR SELECTION AND REQUIREMENTS

Selection of an independent, non-biased proctor protects the student from allegations of academic dishonesty and maintains the standards of the region's accrediting agency. Proctor selection is subject to approval by the department chair and the course instructor. *The course instructor and the department chair reserve the right to ask the student to select a new proctor at any time.*

ALL exams for most courses will be sent at the same time as the final exam schedule. All exams must be administered and taken on paper.

Students must recruit a proctor who will:

- Receive all exam materials directly from the department office and store them in a secure location
- Supervise the exam process in an educational setting, library, or U of I Extension Office
- Monitor the student for the duration of the exam
- Return each exam to the University of Idaho department within two days of the exam being completed.
- Follow [University of Idaho policies](#) throughout the exam process to ensure academic integrity

Acceptable Proctors

- College/university/K-12 administrators or instructors
- Official testing center staff at a college/university
- Educational officers of a corporation, military installation, or correctional facility
- Certified librarians at a public library, college/university, or school
- University of Idaho County Extension Office staff members. A list of extension sites is available [here](#).

Unacceptable proctors

- Friends, family members or members of the same household
- Personal or educational mentors, tutors or advisers
- Coworkers, including employers/supervisors
- Athletic coaches, assistant coaches or athletic administrators
- Substitute teachers, retired teachers or current students

- Anyone who does not have a professional email address (Gmail, Hotmail, Yahoo, etc. are unacceptable)

RESPONSIBILITIES OF THE STUDENT

Students are responsible for finding a qualified person who will receive the exam materials, supervise the exam process and return completed exam materials to the University of Idaho department office that offers the course. The student needs to send the following information to the department office:

- First and Last Name of Nominated Proctor
- Title/Position of Nominated Proctor
- Web Profile of Nominated Proctor (if available)
- Telephone number of proctor
- Email Address of Nominated Proctor (must be affiliated with an educational institution, public library, or U of I Extension)
- Fax number (if available)

It is the student's responsibility to provide their contact information to the proctor and make exam arrangements (such as scheduling the time and location of the exam) and notifying the proctor of any changes. The student must show government issued picture identification to the proctor before taking an exam (student ID cards are not acceptable). The student is required to follow guidelines outlined in the [University of Idaho Student Code of Conduct](#).