

Proctoring for Western Carolina Students

Guiding Principles:

Faculty and students should feel confident in the validity of all assessments. Faculty will determine the need for a proctored exam.

Information for Faculty:

Western Carolina University has a testing center that is an approved as a UNC Proctoring Site and is a member of National College Testing Association. The center charges a per hour fee for all students taking an exam with the center. In addition, any student can utilize a UNC proctoring site by contacting the site and following the process on the UNC-Proctoring site.

All WCU distance classes are loaded into the UNC-Proctoring site at the beginning of each semester. Faculty may upload their exams into the site:

<https://online.northcarolina.edu/exams/overview.htm>

Faculty should be prepared to enter dates the exam is available, instructions concerning items allowed with the test (calculator, notes, tables, etc.), and an available phone number where someone can be reached if the proctor has difficulty with the exam.

If the student is a residential student and needs a proctored exam, the student should use an approved proctor listed on the UNC Online site or a member of the National College Testing Association. <http://www.ncta-testing.org/>. Students may be required to pay a proctoring fee. Students and WCU faculty will need to work directly with a test center to facilitate the exam. The exam cannot be loaded into the UNC online system.

Proctor Exam Requirement- Syllabus Statement

In order to ensure academic honesty, this course may require proctored examinations. It is the responsibility of the student to find an approved proctor. Proctor fees may apply.

A proctor is an approved person capable of supervising a student to ensure educational integrity while the student is completing an exam or assignment. An appropriate proctor includes college or university testing centers, member of the National College Testing Association, school principals, superintendents, guidance counselors, full-time school or public librarians, embassy officials, military education officers (for military personnel only), and hospital education directors. A proctor must not be a relative, friend, employer, ecclesiastical leader, or athletic coach, including assistant coach. The student must arrange to have the proctor certified. Testing sites on the UNC-ONLINE proctor site and NCTA members are approved sites which do not require further certification.

Students are responsible for finding and scheduling a proctor. Failure to take proctored exams will result in a failing grade. Western Carolina University students may use the UNC proctoring system and find an approved proctor at <http://services.northcarolina.edu/>. The UNC proctoring system has proctors within a reasonable distance of most students. The system also provides access to online proctoring thorough ProctorU™ or other commercial entity for a fee.

Students are encouraged to schedule a proctor at the beginning of the course, but no later than fourteen days prior to the exam date. If you cannot secure a proctor from existing proctors, you may invite a prospective proctor to apply at the same website. Online proctoring is also available through the same website. In the rare situation when you cannot find a proctor by any of these methods, you must contact the instructor for further assistance. Documentation of attempts to secure a proctor will be required. Students who wait to find a proctor are at greater risk of being unable to take exams.