

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**PROCTORED TESTING**

Policy No. 3357:15-13-33

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**POLICY:**

- (A) Proctored testing may be offered using the following options:
  - (1) In-person proctoring using the College's Testing Centers or an off-site location;
  - (2) Virtual proctored testing using college-approved testing software.
- (B) Students are required to present valid photo identification for all in-person and virtual proctored examinations. Failure to present valid photo identification will result in the student being denied the opportunity to test.
- (C) Students enrolled in Web 2, Web 3, or Web 4 courses who do not have access to a Stark State College (SSC) facility are required to obtain a proctor to administer tests. It is the responsibility of the student to secure an acceptable proctor, the testing location, and to pay any costs associated with the tests. SSC does not reimburse proctors for their time. The Off-Site Test Proctoring Procedures for Stark State College Students, Off-Site Test Proctoring Information Form, and Off-Site Test Proctoring Agreement Form for SSC students can be found on mySSC under the Faculty/Advisors tab and in the learning management system (LMS). If the instructor offers a virtual proctored testing option, the student will be responsible for the cost of any required equipment (e.g., a webcam) and other costs. Students will always have the option of in-person proctoring.
- (D) Proctors may be any of the following:
  - (1) An education official, counselor or teacher at a two-year college, university, elementary, or secondary school
  - (2) A librarian
  - (3) A workplace education or staff director or human services training director
  - (4) A test administrator
  - (5) An education services officer (military) or any commissioned officer of higher rank than the student
- (E) Proctors may not be:
  - (1) A current Stark State College student
  - (2) A relative of the student
  - (3) A resident of the same address as the student
  - (4) A personal friend of the student
  - (5) A direct supervisor of the student
  - (6) A co-worker of the student
  - (7) An employee of the student

- (8) Anyone whose position or relationship may present a conflict of interest
- (F) Virtual proctored testing requires:
  - (1) A PC-based computer, Mac, or modified Chromebook/tablet
  - (2) A built-in or student-purchased webcam
  - (3) A high-speed internet access
  - (4) College-provided software

**PROCEDURE:**

- (A) Procedure for Off-Site Testing:
  - (1) The student secures approval for the proctor from the instructor at least one week prior to off-site testing.
  - (2) The student obtains an Off-site Test Proctoring Agreement form from mySSC or the LMS. The form must be completed and signed by the student as well as the proctor. The form must be submitted to the instructor before the test is administered. Proctor Agreement Forms may be sent electronically to expedite processing. The proctor must be approved by the instructor.
  - (3) The instructor sends all tests directly to the test proctor, if applicable.
  - (4) The test proctor administers the test in a quiet and secure environment, ensures the testing instructions are followed, verifies the student's identity using a valid photo ID prior to testing, and if applicable, sends the original test back to the instructor.
  - (5) The test proctor maintains the integrity of the test at all times. Students are allowed access to the test only when the test is administered. No copies of tests or answers shall be made.
  - (6) The student is responsible for reimbursing the proctor for any costs.
- (B) Procedure for Virtual Proctored Testing:
  - (1) The instructor adds the virtual proctoring software to the test.
  - (2) The instructor provides instructions and a link for students to download the college-approved software.
  - (3) The student downloads software and follows the instructions for installing and using the software, including identity verification through presentation of a valid photo ID as required by the virtual proctoring system.