Stark State College
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Stark State College website

OFF-SITE TEST PROCTORING PROCEDURES FOR STARK STATE COLLEGE STUDENTS

Students enrolled in Web 3/W4 courses who do not have access to a SSC facility are required to obtain a proctor to administer tests. It is the responsibility of the student to secure an acceptable proctor and to pay any costs associated with the tests. SSC does not reimburse proctors for their time.

Proctors may be any of the following:

- Education official, counselor or teacher at a two-year college, university, elementary or secondary school
- Librarian
- Workplace education or staff director or human services training director
- Test administrator
- Educational services officer (military) or any commissioned officer of higher rank than the student

Proctors may not be:

- A current Stark State College student
- A relative of the student
- A resident at the same address as the student
- A personal friend of the student
- A direct supervisor of the student
- A co-worker of the student
- An employee of the student
- Anyone whose position or relationship may present a conflict of interest

Procedures:

- The student secures approval for the proctor.
- The student secures a Student Proctor Agreement form from the ANGEL site (locate the Stark State College Resources on the Resources tab of any course).
- The student completes the proctor form and returns the form to the instructor before the test is sent.
- The instructor sends all tests directly to the test proctor if applicable.
- The test proctor administers the test in a quiet and secure environment, ensures the testing instructions are followed, and if applicable, sends the original test back to the instructor.
- 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.
- The student is responsible for reimbursing the proctor for any costs.

Proctor Agreement Forms may be faxed to expedite processing.

ALL PROCTORS ARE SUBJECT TO APPROVAL BY THE INSTRUCTOR