The Engineering and Technology Management Program values the integrity of its online degree program. In keeping with that standard many professors choose to evaluate their students through proctored testing. Proctored testing allows students to complete exams in a secure and comfortable monitored environment. A proctored exam is a test, which is overseen by an impartial individual (the proctor) who monitors a student while he or she takes the exam.

**Proctored Testing Guidelines for Students**

1. Students enrolled in the online section (V84) of a class are responsible for finding a proctor. Students enrolled in the online section may take the exam with the on campus section of the class.
2. Students enrolled in the on campus section of a class must take the test on campus with the class.
3. The student must use an official testing center (either independent or associated with a university or college) as a proctor if there is one located within a 20 mile radius of the student’s home. If an official testing center is not available, students may use a public or college librarian that offers proctoring services. Any exception to these rules for picking a proctor must be approved by the course instructor, ETM Proctor Coordinator, and ETM Program Coordinator.
4. Students must identify a proctor and gain preliminary approval of the proctor from the ETM Proctor Coordinator by sending the completed Proctor Information Request form in an email to the course instructor and ETM Proctor Coordinator. The Proctor Information Request form will be provided to the student by the course instructor. This form must be submitted by the 14th calendar day of the quarter (or earlier if specified by the course instructor).
5. After the student gains preliminary approval of their proctor, a Proctor Agreement Form and Scheduled Test Times (to be completed by the proctor and student) will be e-mailed to the proctor by the ETM Proctor Coordinator. Students are responsible for contacting the approved proctor and setting up a time to meet with the proctor, sign the form, and schedule an appointment (i.e., a beginning exam time) on the designated exam dates. These forms must be completed and returned to the ETM Proctor Coordinator by the 21st calendar day of the quarter or 1 week prior to the first exam (whichever one is earlier).
6. Students are responsible for taking scheduled exams on the scheduled date. The student will show a driver’s license or other government issued photo identification to the proctor. The student can take the test on an alternate date if it is approved by the instructor.
Proctored Testing Guidelines for Proctors

An appropriate proctor is an impartial individual who will have no conflict of interest in upholding Louisiana Tech University’s Academic Honor Code. The Academic Honor Code can be viewed at https://www.latech.edu/documents/honor-code.pdf.

Duties

1. Receive and administer exams.
2. Confirm all necessary technologies are available and working.
3. Monitor students during test taking.
4. Ensure exams are completed according to the instructor's directions.
5. Return exams to the ETM Proctor Coordinator as soon after the test is completed as possible.

Preserving Integrity

1. Only the proctor may handle the actual exam prior to and following its completion.
2. No copies of the exam other than the copy used for test taking are to be made at any time.
3. No person other than the proctor and student may view the exam. The student may have access to the exam only during the time period allowed by the instructor.
4. The proctor must follow the instructor’s requirements for administering the exam. These may include a time limit, specific permissible materials such as a calculator, an inclusion or exclusion of books, notes, etc.
5. The proctor will check the identification of the student based on the student’s driver’s license or other government issued photo identification.
6. Students are not permitted to leave the testing area once the test has begun.
7. No phones, book bags, or purses are allowed in the testing area.
8. Students are not allowed to take the test if they miss their scheduled test time, schedule an inappropriate test time, or leave the testing center during the test.

Receiving and Returning Exams

1. Prior to the scheduled exam start time, the exam and cover sheet containing specific instructions for the exam will be emailed to the proctor.
2. The proctor must return testing materials with the provided cover sheet via email to the ETM Proctor Coordinator.
3. After successful submission of the exam to the ETM Proctor Coordinator, the exam and all accompanying materials are to be destroyed.

Required Technology at the Testing Site

1. A working email address associated with the testing center or library.
2. Computer with Internet access and ability to download documents in .doc (Microsoft Word) and .pdf (Adobe Acrobat) format.
3. A printer
4. A scanner