

# HIBBING COMMUNITY COLLEGE

## *Directions for Proctors*

### *Administering Hibbing Community College On-line Exams*

1. All tests or validation codes for online tests the student is taking will be sent to you.
2. Only monitored tests are sent to a test administrator (proctor). Please secure the test or validation codes so the student does not have access to the information prior to the scheduled test date. Do not, under any circumstances, allow a student to take a test home to work on it.
3. Have the student present a formal photo ID (i.e. Driver's license, student ID, etc.).
4. Verify that the person taking the exam is the person on the ID.
5. In the event that the student will be using a computer, please bring them to the computer they will be using to take the exam. The student will go to the Hibbing Community College Web site at <http://www.hibbing.edu/> , click on Online Education under Quick Links , login to D2L then click into their online course and click on the quizzes link. Enter the validation code/password for them.
6. In the event that the student will be taking a written test, you should receive a packet of testing materials and any instructions prior to the exam.
7. Students may not use any textbook, notes, calculators, cell phones, or other electronic devices while taking the exam unless noted by the instructor. Students may use a pencil/pen and scratch paper. Collect and destroy any scratch paper the student used while taking the exam.
8. If the student is taking the exam online, the computer will monitor the amount of time that the student has for taking the exam. If the student is taking a written exam, the amount of time for the exam will be sent with the instruction packet.
9. Students granted accommodations will be noted and you are not obligated to provide accommodations that were not pre-authorized.
10. If a student needs to leave the room during the exam to use the restroom, collect all tests and answer sheets and return them when the student returns. No additional time will be granted if the test is timed.
11. When the student has completed the exam, please fill out and sign the Student Rules/Off-Campus Proctor Verification Form. Return the completed verification form, test, and answer sheet (if applicable) to the instructor of the class.
12. Under no circumstance should tests or answer sheets be photocopied.
13. The student is expected to provide you with an appropriate mailing envelope and the proper postage (if applicable).

In our efforts to ensure exam integrity, we wish to thank you for taking the time to proctor our Hibbing Community College online students.