

# HIBBING COMMUNITY COLLEGE

## Test Proctoring

### Student Rules & Proctor Verification Form

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

1. It is the student's responsibility to know if they are required to have proctored exams.
2. The student will identify a proctor for off-campus proctoring (if applicable) and submit that information to their instructor for approval.
3. The student must be prepared to show a picture ID when taking the proctored exam.
4. 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 but the scratch paper must be turned in to the proctor after completion of the exam.
5. All personal items will be stored in a secure area indicated by the proctor. The testing center is not responsible for lost, stolen, or misplaced personal items.
6. The student will be monitored by the proctor while taking the exam.
7. If there are problems that affect a student's ability to take the exam, the student will notify the proctor immediately.
8. The proctor cannot answer questions related to exam content. If the student has questions about the exam, the student will contact the instructor after he/she leaves the testing center.
9. If the student takes a break at any time, the exam timer will not be stopped.
10. While taking a break (such as a trip to the bathroom), the student is not permitted to access personal items unless necessary (such as taking medication at a specific time).
11. The student will not try to copy the exam or take any answers with them from the testing site.
12. Any special accommodations that the student might need have to be documented with HCC and arranged with the proctor ahead of time.
13. The student must pay all expenses associated with proctoring exams (if applicable). This could include envelopes and postage for returning tests or any special proctoring fees.

*I, the undersigned student, give the proctor my consent to transmit my test responses to my instructor. I understand the information provided above and agree to follow these rules. If I do not follow the rules or I am suspected of cheating or tampering with the test or computer, this will be reported to my instructor, my exam may be invalidated, my instructor may take other action against me, and any special fee that was paid will not be refunded.*

Test ID _____	Date _____	Student Signature _____
Test ID _____	Date _____	Student Signature _____
Test ID _____	Date _____	Student Signature _____
Test ID _____	Date _____	Student Signature _____
Test ID _____	Date _____	Student Signature _____

I, \_\_\_\_\_ certify that:  
(print proctor name)

- ❖ I have read, understood, and agree to abide by the Directions for Proctors.
- ❖ I identified the student using photo identification (i.e. Drivers License, Student ID, etc.).
- ❖ I was present the entire time the student was taking the exam.
- ❖ To the best of my knowledge, no other individual assisted the student in the completion of the exam.
- ❖ To the best of my knowledge, the student did not use any textbook, notes, additional computers, calculators, cell phones, or electronic device to assist in the completion of the exam unless approved by the Instructor.

Test ID _____	Time _____	Proctor Signature _____
Test ID _____	Time _____	Proctor Signature _____
Test ID _____	Time _____	Proctor Signature _____
Test ID _____	Time _____	Proctor Signature _____
Test ID _____	Time _____	Proctor Signature _____