Ocean County College Proctor Arrangements
Off-Site Active Military

Active military OCC students whose courses require online testing, but where the use of webcams and/or cameras for remote virtual proctoring is not permitted for security reasons, must arrange for live, in-person proctoring by a military commander; a military testing, training or education officer; or other military personnel who is at least two ranks above the student test taker in advance of their test date.

The student and the proctor must complete this form and submit it to the course instructor and OCC military and veteran representative for approval before the test date. All student information listed on this form must match OCC Canvas course information.

Upon receipt of this signed form, your course instructor will contact your proctor with any specific instructions about test administration, including test date and time. It will be up to you and your proctor to establish your test date within the timeframe provided.

_____

Student's Name: _____ Student's OCC ID Number: _____

Student's Email Address: _____

Instructor's Name: _____ Instructor's Email Address: _____

Course Name including Code and Section Number: _____

Test Name (as listed in Canvas): _____Test Date: _____

Proctor's Name: _____ Proctor's Title/Rank: _____

Proctor's Relation to Test Taker: _____ Proctor's Email Address: _____

Test Taker Instructions and Attestation: I will follow all test-taking instructions provided by my instructor. I will provide valid ID to the proctor at the time of my test. I will not leave the testing area for any reason during my test. I will not have access to any other electronic equipment during this test unless authorized by the faculty instructor. I will not access other websites or web sources during the test. I agree to keep all test information confidential and will not share any test material with anyone in any format. Also, I will destroy any scratch paper used in connection with this test before leaving the testing location.

Test Taker's Signature: _____ Date: _____

Proctor Instructions and Attestation: I will verify the identity of the test taker by checking for valid ID before beginning test administration. I will administer and monitor the test in its entirety, following all specific directions provided by the course instructor and in compliance with the attached proctoring responsibilities. I will safeguard test security by checking to ensure the test taker has no access to any other electronic equipment during the test and by monitoring the test taker's web activity to ensure no other websites are accessed during the test. Also, I will ensure that any scratch paper used in connection with this test is destroyed before the test taker leaves the testing location. Finally, I will report any irregularities that may occur during test administration to the instructor.

Proctor's Signature_____ Date: _____

Proctor Requirements and Responsibilities:

- o Proctor **must** be a military commander (O-2+), a military training or education officer or military personnel at least **two ranks** higher than the test taker.
- o Proctor may not be a peer of the student.
- o Proctor may not be a friend of the student.
- o Proctor must have no stake in student's test results.
- o Proctor must not be related to the student.
- o Proctor may not be employed part- or full-time at a test preparation company.
- o Proctor may not participate in any coaching activities that address any of the test content.
- o Proctor must be authorized by the institution to proctor exams in a remote location.

1. Make sure the testing site has a computer with internet access and the availability to administer a test lasting up to four hours.
2. Make sure the testing site is free of distractions with enough space to ensure the proctor can view the test taker, the computer screen and the desktop at all times during the test.
3. Have test takers store any personal belongings in a separate, secure area.
4. Thoroughly check and verify the test-taker's identification before beginning any part of the test.
5. Provide the test taker with any directions as provided by the course instructor, and answer any questions the test taker may have about the testing process.
6. Proctors may not answer any questions that pertain to test content, including clarification of terms.
7. Continuously monitor test-taker behavior and look closely at test-taker's hands and desktop for prohibited items.
8. Proctor should engage only in activities directly related to the administration of the test. Engaging in unrelated behavior increases the risk of misconduct, invalidating results for the test being administered.
9. The proctor should report any suspected test-taker misconduct or test disruptions to the course instructor via email. Descriptions of any incidents should be as detailed as possible.