

**Category:** Student Services

**Policy Title:** Test Proctoring

**Policy Statement:**

**Procedures:** Faculty and staff are not allowed to act as proctors for correspondence and/or online courses for other institutions. All proctored tests for students enrolled in these courses must be arranged and proctored through the Mary Jo Williams Assessment Center.

**Contacts:** Vice President of Instruction and Student Services

**Approved Date:** 7/1/2016

**Policy History:** 5/29/07, 7/1/16

**Keywords:** Test Proctoring, online courses

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