

# PROCTOR RULES AGREEMENT

When the administration of SVCC exams is held off-site, it is important that the level of integrity of the proctoring is maintained and follows the same policies as practiced at the SVCC Testing Center. The information that follows outlines your responsibilities as a proctor:

- I will not proctor exams for anyone with whom I have a personal relationship. I am not a relative of the student, a direct supervisor of the student, a co-worker of the student or an employee of the student.
- I will not allow students to bring any personal belongings, electronic devices, unauthorized testing aids, food or drink into the testing area.
- I will examine photo ID and verify student's identity.
- I will proctor the exam using the guidelines set by the SVCC course instructor.
- I will continuously monitor the student while they are testing.
- I will not allow the student to leave the designated testing area during their test or allow them to return at a later date unless arrangements have been made by the instructor.
- I will not allow the student to talk to other students during their exam.
- I will make sure the student does not access any unapproved material or websites during the exam.
- I will maintain the integrity of the exams and keep them secure at all times. For online exams, I will not allow students to have access to the password.
- I will not help work problems or indicate whether methodology or answers are correct.
- If suspicious behavior is displayed, I will ask the student to stop the behavior and contact the SVCC Testing Center at 815.835.6530.

**I have read, understood and agreed to the requirements outlined in the Proctor Rules Agreement.**

Proctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Email \_\_\_\_\_

Proctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Email \_\_\_\_\_

\*This form should be completed by the person(s) designated as an off-site proctor for SVCC courses.  
Please scan and email completed form to [testing@svcc.edu](mailto:testing@svcc.edu).



# OFF-SITE TESTING ENVIRONMENT QUESTIONNAIRE

The designated off-site testing environment should be a private and secure place where the student has the ability to concentrate without distractions. Please describe your testing environment.

1. How many computers are in the room?
  
2. Is the room used for purposes other than testing? If yes, describe.
  
3. How is the noise level of the room controlled?
  
4. Is the room setup in such a way that the designated proctor has the ability to continuously monitor the student?
  
5. The designated proctor is one of the following:
  - A college or university testing center proctor
  - A college or university learning center coordinator
  - A librarian
  - A certified teacher or counselor
  - If other, explain

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*Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.*

