



Application for Off Campus Proctor Exams

Instructions: The application for off campus proctor exam forms is used by students enrolled in an online course and will not be within driving distance of a Mississippi approved proctor center at the time of proctor exams. It is the student's responsibility to find a suitable proctor and pay any associated fees. Once the form is completed, students should return the form to Northeast's eLearning Office for approval. (Exam information will not be submitted to a proctor until the proctor has been approved.)

Step 1: Identify a suitable proctor. A prospective proctor may be found within the following professions:

- A certified testing center of a community college, college, or university
- Northeast Approved Virtual Proctor (No proctor information required for selection)

Step 2: Complete the Student Information section of this form.

Step 3: Have selected Off Campus Proctor complete the Proctor Information and Proctor Agreement section of this form. If you are using the virtual proctor option, you do not need to submit complete Proctor Center information. Instead, complete the student information section of this form and select the Virtual Proctor option under Off Campus Proctor Options.

Step 4: Submit the completed form by email or fax to the Northeast eLearning Office. Note: Form must be received five days before preferred testing date.

Northeast Mississippi Community College eLearning Office

Email: Brittney Hudson (blhudson@nemcc.edu)

Fax: 662-720-7763

Phone: 662-720-7191

Step 5: Student must confirm testing dates with proctor and eLearning Office after approval documentation received.

Student Information

Student's Full Name: _____ NE ID Number _____

Address: _____

Phone Number: _____ Email: _____

Course(s) Title (i.e. ACC 1213 VN1):

Reason for not using a local proctor center:

Off Campus Proctor Options

Virtual Proctor

Off Campus Proctor Center

If selecting Off Campus Proctor Center provide form to selected proctor to complete page 2 before submitting for approval.

Proctor Information

Title: _____

Institution/Affiliation: _____

Address: _____

Phone number: _____ FAX : _____

Email Address: _____

Relationship to the Student _____

Proctor Confidentiality Agreement

As a test proctor, with access to the MSVCC testing data, it is important for you to maintain the confidentiality of any information to which you may have access in the course of your proctoring agreement. This confidentiality extends to test, student, and faculty information.

Test information includes, but is not limited to:

- Content;
- Passwords;
- Length, format, or perceived difficulty of assessments.

Student information includes, but is not limited to, the following:

- Type of test being taken;
- Course or section in which the student is enrolled;
- Student data such as grades, ID number, address, or phone number;
- Results or outcomes of any tests taken in the Assessment Center.

Faculty information includes, but is not limited to:

- Faculty contact information not available to students;
- Frequency or infrequency of password changes;
- Deadlines or extensions;
- Materials in or associated with the online course site;
- Special provisions extended to students.

I understand and will comply with these requirements to maintain confidentiality of all information which I may come to know as a result of my approval as a test proctor. I understand that this includes all information I receive from Northeast's eLearning Office. My signature below indicates that I acknowledge my responsibilities as an online test proctor.

I agree to serve as the proctor for examination of the referenced student. I acknowledge that I have no relationship with the student outside that listed above.

Proctor's Signature: _____ Date: _____

ELEARNING OFFICE USE ONLY

Instructor Approval: Granted Declined Date:

First initial, middle initial, last initial of name and month and day of birthday

ELearning Approval: Granted Declined Date:

First initial, middle initial, last initial of name and month and day of birthday