

## Proctor and Student Requirements and Responsibilities

The University of South Dakota has established requirements and guidelines to preserve academic integrity for proctored exams. Instructors determine whether proctored exams are required for their course. Please read these guidelines completely before agreeing to proctor.

### Proctor Requirements

- Proctors must be a disinterested third party, and may NOT be a relative, friend, roommate, neighbor, supervisor, co-worker, employee, social media acquaintances or have any appearance of a relationship with the student.
- If the proctor's position cannot be verified online, you will need to provide supporting documentation, such as a letter from human resources. You should request this before you start the new proctor nomination process.
- Exams will only be sent to the proctor's approved business email address. (No Yahoo, Gmail, etc.)
- Exams that require the use of a lockdown browser: you may either download the program on a facility computer, or allow the student to use their own.
- Proctors need access to a printer for any exam that requires cover sheets, formulas, or other paper material.
- Proctors must be able to monitor students during the exam.
- Proctored exams must be taken and supervised in a professional setting. Administering exams in private residences is NOT permitted.

### Proctor Responsibilities

- Only the proctor may have access to the actual exam and password prior to the start and following the completion of the exam.
- Exams/passwords must be stored in a secure location.
- Passwords must be entered by the proctor not the student.
- Making additional copies of an exam is strictly prohibited.
- Verify the student's identity against a government issued photo ID.
- Adherence to all exam instructions is a must. These may include but are not limited to: time limit, specific allowable equipment (such as a calculator, notes, cover sheet, or scratch paper), etc.
- If the exam or procedures are compromised in any way notify the USD Testing Center immediately by sending an email to [testingcenter@usd.edu](mailto:testingcenter@usd.edu) or by calling (605)658-6143. **DO NOT** stop the student if they are testing. Allow the student to complete their exam and once completed, inform the student of any irregularities, fill out and have the student sign the Incident Report and return to the USD Testing Center.
- Paper exams must be returned immediately after the student has completed the exam; along with the required cover sheet, scratch paper, and all printable materials such as formula sheets. Please see individual test instructions for more details.

### Student Responsibilities

- Students must pay any required site fees or postage.
- Testing arrangements must be made directly with the approved proctor.
- Contact the proctor at least one business day before the scheduled exam, to verify all exam information has been received.
- Take the exam during the pre-arranged time.