

## **Off-Site Proctor Makeup/Challenge Exam Procedure**

Student will contact the Director of Testing Center for assistance with having a paper/pencil exam proctored for an off-site exam administration. The director will send (by email or fax) Off-Site Proctor Makeup/Challenge Exam Application (OPMEA) to the student. The student will select an appropriate potential proctor and fax completed (OPMEA) to the director.

When completed OPMEA is received and approved, the director will record information in “Off-Site Testing” logbook (“Approved Proctor” section), and will notify the student that a proctor has been approved. The director will email Off-Site Proctor Makeup/Challenge Exam Administration Guideline (OPMEAG) to instructor for completion.

Instructor will submit examination and completed OPMEAG to the director. (Instructor must include instructions for administration either on the test itself, or on the OPMEAG. Exams submitted with less than complete information will be returned to Instructor.)

The director will log test into “Off-Site Testing” logbook (Date in, Instructor, Course Name, Test Name, Student Name, Proctor Name, Testing Location and Deadline Date).

The director will prepare Mailing Packet:

1. Place exam in manila envelope with Student Name, Course Name/Number, Test Name, and Exam Expiration Date; and seal envelope.
2. Mailing Envelope with “to” and “from” the Testing Center for test to be returned in.
3. Large manila envelope addressed to Test Proctor at Test Site. The director will place both smaller envelopes and a Testing Regulations Cover Letter into this envelope, seal, and mail it.

The director will record Date Mailed in “Off-Site Test” logbook.

When completed exam is returned to the director, she/he will record “Date Returned” in “Off-Site Test” logbook, notify Instructor that test has been returned, and file test in “Off-Site Test” folder for pickup. Testing Regulations cover letter will be kept on file in the Testing Center for one year.

When Instructor picks up test, she/he will initial in the appropriate place on the “Off-Site Test Log Out” sheet in the “Off-Site Testing” folder. Staff will also date and initial.