

AP 261 - Proctored Testing

Associated Board Policy: 261.00

Procedure Owner: Vice President of Academic Affairs

Related Procedures:

I. Procedure Scope and Purpose

This procedure applies to all educational course formats in which a student may need to test at a different time or in a different location scheduled, with instructor or Academic Office approval. The purpose of this procedure is to ensure equal testing access for all students.

II. Definitions

Proctor – A person appointed to keep watch over students at examinations.

III. Procedure

- A. Students participating in an online course are allowed to complete proctored exams at any college approved proctoring site. (See Remote Location Test Proctoring Form.)
- B. Course instructors will facilitate the approval, retrieval and grading of the proctored exam.
 - 1. Provide student with copy of Remote Location Test Proctoring Form.
 - 2. Contact test proctor to arrange for testing instruction, delivery and completed test retrieval/return.
- C. Students will be required to provide proper identification when they attend the proctoring session. This ID will be in the form of a photo ID which could be a drivers' license, State-issued photo ID, military ID, passport, or Cowley College student ID.
- D. Approved sites other than those at a Cowley College location may include, schools, libraries, colleges and organizations actively engaged in learning and proctoring capability. (See Remote Location Test Proctoring Form for ineligible proctors.)
 - 1. Students have the responsibility of procuring an acceptable "off-site" proctor and communicating this information to the course instructors via the Remote Location Test Proctoring Form.
 - 2. Students may be assessed an additional fee by other institutions/organizations for this service.

E. Approved proctoring software may require the use of a webcam/video for recording.

IV. Effective Date(s)

This procedure first became effective: April 21, 2015

Revised on: April 2, 2025

V. Signature and Title



This procedure is implemented by: _____

Title: Vice President of Academic Affairs