

FSMC Proctor Requirements

*FSMC Exam/Examiners are governed by
Utah Code (Rule R392-101) and U.S.U. Guidelines.*

Proctors shall:

- (a) Be an educator or other approved person.
- (b) Agree to proctor an exam and supply FSMC Administrators with qualifications and program assurances (you can do this by emailing briann@ext.usu.edu).
- (c) Not be related or have any bias relationship with the student.
- (d) Provide a secure location to administer the exam. (Exams will require a computer with internet access for approximately 1 hour).
- (e) Give exams online via the Web CT instructional system whenever possible.
- (f) Hold secure the Proctor password and not allow a student to learn this password by any means.
- (g) Proctor no more than 1 student at one time.
- (h) Provide accommodation for examinees who do not speak English (the exam is bilingual in Eng- Spanish).
- (i) Confirm the identity of the individual who wishes to take the examination by photographic identification, driver's license or student identification card.
- (j) Provide test security measures which protect the test from compromise. (e.g no printing of the online exam or maintaining custody of a written exam).
- (k) Not certify an individual determined to have cheated on the examination.
- (l) May not charge any fee or request any form of payment from the student in association with Proctoring this exam. (Any proctoring fees must be discussed with FSMC Administration).

Proctored Exam Hints:

- It is the student's responsibility – not the proctor's – to schedule an exam and request any accommodations (e.g. language).
- It is the Proctor's responsibility to obtain the Proctor password and have a basic understanding of how the student will take the exam.
- A person should NOT agree to proctor an exam if they have an overly restrictive schedule.
- Do not allow students to have any materials (backpacks, cell phones) while taking exams and do not allow students to open additional windows online while taking exams.
- Call the USU Help desk for any computer/internet related problem 435-797- 4358.
- Sundays are a poor day to allow exams. Web CT is usually down for maintenance.

Contacts:

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