

INSTRUCTOR PROCTORING GUIDELINES FOR MATC ONLINE COURSES

If you have arranged for, or expect your students to arrange for proctoring services from the Teaching & Learning Center (TLC), then these policies and guidelines must be met. **The Proctor Agreement Form records the credentials of prospective proctors. Therefore, it is not required that members of the TLC staff complete this form for Manhattan Tech students.**

This service is designed to assist you. We want to be able to meet all of your proctor needs for both online and face-to-face classes. Our goal is to help you and your students have the best possible experience. Please assist the TLC with scheduling, space, and proctor availability by adhering to these policies and guidelines. Not doing so can forfeit your ability to have proctored events with the Teaching & Learning Center.

TLC Contact Information

Email: TLC@manhattantech.edu (preferred)

Phone: 785.320.4584 or 785.320.4519*

***Note: Phone calls may not be answered during testing and proctoring times.**

Location: Teaching & Learning Center

TLC Coordinator: Darren S. Ortega

In order to assist the TLC with scheduling, space and proctor availability, please adhere to the following:

1. Instructors must contact the TLC with the dates of all proctored events within the **first 21 days of each semester**.
2. Instructors must contact the TLC with testing guidelines at least **48 hours** before a proctored event is to begin. Guidelines should include, but are not limited to:
 - a. Available dates and/or times for the exam, quiz, or assignment
 - b. Password(s)
 - c. Time limit (See #3 below)
 - d. Open or closed book/notes
 - e. Scratch paper (size/content)
 - f. Calculator
 - g. Any other resources allowed
3. Time limits on exams, quizzes, etc. are crucial. We understand the need to allow students as much time as possible, however it should not be an expectation that a TLC proctor be available for an unreasonable amount of time. Typically, students should be given the same amount of time as one class period. Reasonable allowances are 1.5 times and 2 times this. If more than 4 hours is necessary to allow, the instructor is expected to contact the TLC Coordinator directly to make arrangements for their student(s).
4. If extensions are granted, or arrangements have been made for a student to test outside of the available dates for an exam, instructors should notify the TLC at least 24 hours prior to the exam being administered.

A proctor session includes, but is not limited to, exams, quizzes, and assignments. Events that are to be proctored are done so at the request of the course instructor only.

The TLC proctors follow all instructor guidelines. **The TLC will not proctor any event without prior approval from the course instructor. The TLC reserves the right to deny service to any instructor who does not follow these policies and guidelines.** In such an event, student would be responsible for scheduling an alternate proctor site.

Situations arise that may make scheduling difficult within the first 21 days of each semester. In such cases, contact the TLC Coordinator at 785.320.4519.