

# Ranger College Proctor Contract

## Proctor Responsibilities and Duties

*(For any online courses)*

The Ranger College Administration will assign Test Proctors for online midterm/final exams. No other personnel are authorized to proctor the mid-term/final exam. To ensure security and proper administration all Test Proctors must adhere to the following responsibilities and duties for test administration:

1. Assure that the person taking the exam is the person who is to be certified.
2. Proctors will be provided an Excel file with all details for the online exams (i.e. allotted time and materials allowed).
3. Proctors will be given the universal **confidential** password for the exam. This exam password may not be shared with anyone. Do not write it on the board or give it to students. Proctors should type in the confidential password for each student.
4. Proctors must ensure that all testing be done in a secure and proctored setting.
5. Students must have constant supervision to ensure the integrity of students' test scores and the security of the test.
6. Proctors must walk around the classroom to monitor students' activity, including monitoring browser tabs, minimized windows, etc.
7. The Student must not access any unauthorized resources (e.g., notes, books, electronic devices) during the examination. No cell phones, smart watches, or electronic devices are allowed. Students must turn off their phones and place devices face down on the desk in front of them or be taken up before the exam begins and for the duration of the test.
8. Immediately report any irregularities or suspicious behavior to the Ranger College instructor. Document any incidents in detail.
9. Ensure all exam materials, including scratch paper and answer sheets, are collected and accounted for at the end of the exam.
10. Assist students with understanding the exam instructions if needed, but do not provide any hints or answers to the exam questions.
11. Follow all additional guidelines and policies set forth by Ranger College Administration for proctoring exams.
12. Be prepared to handle any technical issues or disruptions that may occur during the exam. Have a plan in place for resolving such issues promptly.

I, the undersigned, have read and understood the responsibilities and duties outlined above. I agree to adhere to these guidelines to ensure the proper and secure administration of online exams at Ranger College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Testing Site: \_\_\_\_\_

Date: \_\_\_\_\_