



# ONLINE STUDENTS – DISTANCE LEARNING TESTING

## Remote Test Site & Proctor Approval Form

This form is to be completed TWO WEEKS prior to week of testing ONLY by students outside of the Hagerstown, MD area

- Remote Site Approval:** Location must be a college, university, military Educational Services Office or certified testing center. No other locations will be approved. A new form is required for each semester.
- Remote Proctor Approval:** Must be an employee affiliated with the school's assessment/testing office or program and authorized to administer exams on behalf of the appropriate institution.
- Military Test Proctors:** Must be appointed or assigned to the Educational Services Office.
- Fees:** Student is responsible for any fees charged by the remote test site.

STUDENTS MUST NOT SCHEDULE ANY EXAMS TO BE ADMINISTERED AT A REMOTE SITE UNTIL THIS FORM HAS BEEN APPROVED BY HAGERSTOWN COMMUNITY COLLEGE

### STUDENT INFORMATION

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

Student's Name: \_\_\_\_\_ Student's HCC ID number: \_\_\_\_\_  
*Last First Middle Initial*

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

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### REMOTE TEST SITE INFORMATION

Remote Test Site: \_\_\_\_\_ Proctor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Proctor's Title: \_\_\_\_\_

\_\_\_\_\_ Proctor's Email: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

School Web Page Address: \_\_\_\_\_ FAX Number: \_\_\_\_\_

I hereby certify that I will administer exams under conditions required and requested by Hagerstown Community College.

\_\_\_\_\_ Proctor's Printed Name

\_\_\_\_\_ Proctor's Signature

THIS FORM WILL NOT BE ACCEPTED WITHOUT PROCTOR'S PRINTED NAME AND PROCTOR'S SIGNATURE.

#### SEND COMPLETED FORM TO:

Hagerstown Community College  
 Academic Testing Center  
 11400 Robinwood Dr  
 Hagerstown, MD 21742  
 TELEPHONE: 240-500-2398  
 FAX: 301-393-3689  
 EMAIL: [testingcenter@hagerstowncc.edu](mailto:testingcenter@hagerstowncc.edu)

#### HCC DLO SERVICES STAFF ONLY

Verified student's registration

Verified testing site

Verified proctor's name

Updated database – student, proctor, & site

Date verified & updated \_\_\_\_\_

Staff initials \_\_\_\_\_



## Hagerstown Community College Distance Learning Remote Test Site and Proctor Guidelines

Thank you for taking on the important role as proctor for Hagerstown Community College. The responsibilities of proctoring exams remotely are critical to the success, credibility, and academic integrity of Hagerstown Community College's Distance Learning program. As a proctor, you will ensure the College's high academic standards are upheld when students are far from our campus. As a proctor, you fill a vital role in the distance learning process, and we are grateful for your services to our program. Below you will find the requirements and requests that we ask you abide by as a remote proctor for Hagerstown Community College.

It is the student's responsibility to set up an appointment with you to take an exam. We have asked the student to be sensitive to your time constraints. We have informed the student that you may charge a fee to proctor an exam, for which the student is responsible for paying.

### **Proctoring Guidelines**

1. The exam must be administered at the college, university, military Educational Services Office or certified testing center where you are currently employed and may not be transported to any other physical location for any reason.
2. You, as the proctor, cannot have a relationship with the student that may be perceived as a conflict of interest. Relatives, friends, co-workers, and fellow students are a few examples of unacceptable proctors. If you fall into this category, please alert the Academic Testing Center so that other arrangements can be made.
3. The testing environment should be quiet, comfortable, and free of distractions.
4. Verify the identity of the student by checking a photo ID prior to administering the exam.
5. Cell phones, MP3 players, and any other portable electronic devices are not allowed during the exam. Please secure these items for the student during test administration.
6. Exam materials should never be in the student's possession except when the exam is being given. Students may not "preview" the exam prior to administration.
7. The student may not leave the room during the exam. If there is an absolute emergency, please ensure the student does not access his or her cell phone or other portable electronic device while outside the testing room.
8. Please remain in the room during the exam. If you are administering the exam in a study room, please make sure you can see the student at all times and that you check on him or her periodically. Students may not interact with anyone other than you during testing.
9. Please shred all Instructor Forms when the student has finished the exam.
10. If there are specific accommodations for the student, you will be notified by the instructor on the Instructor Form.

If you have any questions or concerns, please feel free to contact the Academic Testing Center at 240-500-2398 or [testingcenter@hagerstowncc.edu](mailto:testingcenter@hagerstowncc.edu). Again, we thank you for the invaluable service you are providing for our students.