



Student Responsibilities

For students who cannot travel to a campus testing center, NIC requires that the student locates a proctoring site in their area. A list of approved proctoring sites is available on the NIC website at <http://www.nic.edu/Websites/index.asp?dpt=61&pageID=1823>. If none of those sites work for you, please follow these guidelines in locating a proctor.

Proctors may be, but are not limited to the following professions:

- A librarian or someone in an administrative position at your local Library
- A certified teacher, school counselor, or administrator of a regionally accredited institution
- A military officer (must be higher rank than student) or a military Educational Counselor
- An ordained clergy member (minister, priest, rabbi, pastor, etc.)

Proctors may not be:

- A family member
- An employer
- Someone with whom the student works
- A current NIC student

Incarcerated students should suggest an educational officer or counselor as their proctor. Requests for proctored exams and proctors must be approved by the NIC Testing Center, which reserves the right to reject requests or proctors for any reason. For approved requests and proctors, the instructor will send exams to the proctor. For denied requests or proctors, an NIC Testing Center staff will contact the student.

Please print the following Proctor Approval Form, have your intended proctor fill it out and fax or mail it back to the Testing Center.

Any proctoring fees are the responsibility of the student.



Proctor Approval Form

Completion of this form conveys a commitment to provide **secure** proctoring services to NIC students enrolled in an eLearning course. You, as a proctor, agree to provide proctoring services which include: receiving and returning exams, ensuring security of exams, and proctoring exams in a quiet, supervised testing environment.

This form must be completed and received by the Testing Center at least 10 days before the test date. Please type or print information clearly and email (as an attachment), fax or mail to:

NIC Testing Center: 1000 W Garden Ave Coeur d'Alene, ID 83814 **Fax:** (208) 676-7206

Phone: (208) 676-7203 & (208) 676-7207

Email testing_center@nic.edu

Student's Name	Student ID	Instructor's Name	
Proctor's Name and Title		Name of Institution	
Physical Address			
Mailing Address (if different from Physical Address)			
Phone Number	Fax Number	Email	
Are you willing to proctor for other students in the future? YES [] NO []			Do you charge a fee? YES \$_____ NO []
Days and Hours available for Proctoring		Appointment needed? YES [] NO []	

I attest that I can and will provide an appropriately secure environment for this student to complete the designated examinations for this course and will abide by the directions of the instructor.

Signature

Date



Distance Proctor Guidelines

When you agree to proctor an NIC exam for a student please follow these guidelines:

- The student will give you the Proctor Agreement form to fill out and either fax or mail back to the Testing Center.
- Once approved, the instructor will send the exam to you by mail, email or fax. If it is an online exam they will send the password.
- Please keep the exam and/or password in a secure place such as a locked drawer and follow the **exact** directions attached to the exam.
- A photo ID is **always** required of the student to be allowed to test.
- You are agreeing to provide a secure, quiet environment for the student. The tester should be able to be observed at any time.
- Please verify course name/exam number before administering the test. Allow only the items listed on the Tracking Form into the testing room. If a graphing calculator is permitted it **must be** noted on the Tracking Form. If a graphing calculator is not noted, only a four-function or scientific calculator may be used. Always open the calculator and check for notes or written material on the inside of the lid.
- Return the exam to the instructor in the described manner.
- If you agree to proctor other exams we will add you to our list of approved proctors. More students may contact you about test proctoring. Please provide alternate emails the Instructor may use if the main proctor is not available.
- Thank you for proctoring these exams. If you have any questions or concerns please contact the Testing Center at (208) 676-7207 or email at testing_center@nic.edu.
- Fees are the responsibility of the student.