



www.mybrcc.edu

TITLE: Proctoring Tests and Proctor Training Requirements	
EFFECTIVE DATE: 05/12/11	
LAST REVISION: 05/01/14	Policy No. 1.4660

Policy Statement


BRCC proctors distance learning tests for students who are enrolled in eLearning courses in the Mid City Campus Testing Center. Academic honesty and integrity are maintained through the use of check-in procedures, including multiple identification checks, verification of student enrollment in the course, password protection of exams, and a physical presence in the testing environment to visually monitor students during the testing process.

In order to serve BRCC eLearning students outside the immediate Baton Rouge area, students may request an outside proctor by executing a Proctor Request form. BRCC has also established a relationship with an online proctoring service in an effort to meet the needs of eLearning students. Students who select to utilize the online proctoring service are responsible for any fees charged by the service.

Proctors for Dual Enrollment students are required to complete a training session each semester. A Dual Enrollment Proctor Agreement must be executed for each eLearning Dual Enrollment course. Only proctors listed on the agreement will be recognized by the college.

BRCC reserves the right to revoke proctoring privileges of any proctor in the event of testing irregularities.

The BRCC Mid City Testing Center offers proctoring services for non-BRCC students. Anyone seeking to utilize these services must complete a Request for Proctoring Services and pay any applicable fees.

Source of Policy: AA
 Related Policy: LCTCS
 Approved by: 
 Chancellor: Andrea Lewis Miller

Responsible Administrator: VCAA
 LCTCS Policy Reference: None
 LCTCS Guideline Reference: _____
 Date: 05/01/14