Proctored Testing Guidelines for New Online Instructors

Online Design & eLearning offers proctored testing for all online instructors. Proctored testing is available to students at the UM Oxford campus (Distance Education Testing Lab or DETL lab) or at any of the four regional campuses (Booneville, DeSoto, Grenada, Tupelo) at no cost to the student. We also offer web-based live proctoring for students via ProctorU. There is a cost for students to use this service.

Please read the detailed guidelines to ensure a smooth experience for you and your online students.

For further questions regarding proctored testing, please feel free to contact Catherine Hultman, Program Coordinator, at cmhultma@olemiss.edu or (662) 915-7103.

Before the start of the semester (Spring, Summer or Fall):

- Before the start of the semester, DETL will send all online instructors a form requesting all information for the exams you would like to have proctored. This form is the key to being put on the Proctored Testing schedule for each semester.
- Decide which exams you wish to have proctored and the specific dates students will be allowed to take your exams. [We recommend a minimum of 2 days, unless you have a very small class, and a maximum of 4 days.] Also decide the passwords for all the exams. Fill out the form with all requested exam data. Please contact Catherine Hultman at cmhultma@olemiss.edu if you need any assistance).
- Decide whether you would like to allow your students the *option* of using the web-based proctoring service (currently ProctorU) if they are unable to utilize the proctoring services on a UM campus. We highly recommend that you include this option which allows your students alternatives, particularly online students who cannot easily drive to Oxford or one of the regional campuses.
- Be sure to provide a password for each of your exams. If you put "NONE" in the password box, then "NONE" will be your exam password on the Proctored Testing schedule (not recommended). Your exam does not have to be created before the semester, we just need the password(s) that you intend to use for your course.
- Be sure to identify any *special requirements* for students — Word, Excel, calculators, scratch paper, external sites such as Hawkes, MyMathLab, Pearson, McGraw Hill Connect, etc. — to ensure that your proctors will make them available to your students.

These are standard DETL procedures for proctored testing each semester.

- After you submit all the details, DETL will compile the information received, and create MASTER testing schedule for the semester. We will distribute the schedule to the regional campus proctors and the web-based proctoring service.
- Changes will not be made AFTER the schedule has been finalized so be sure to submit all relevant information or make any changes before the deadline.

Once the semester begins:

- Make sure your exams are visible/available to students with the correct date, settings, and password in Blackboard. Contact your designated Instructional Designer at the Office of eLearning if you need help.
- If you forget the password for your exam that you submitted at the beginning of the semester, DON'T CHANGE IT. Contact Catherine at cmhultma@olemiss.edu and she can provide it.
- DO NOT provide students with the exam password. Proctors at the testing lab will enter the password for your students. By providing students' with the passwords, you compromise the security of your exam.
- As early as the first week of the semester, begin reminding students to schedule their appointments to take exams.
    - **http://online.olemiss.edu/testschedule/**
    - **http://www.proctoru.com/olemiss**
- **For General Information about Proctored Testing direct your students to**
    - **http://online.olemiss.edu/testing_information/**
- Remind students to bring a photo ID and to know their blackboard login information. Also, remind them to bring anything specific to your exam such as Hawkes access code, notes/books, etc.
- Provide DETL with a paper copy of your exam for use in times of technological difficulties.

On exam day:

- Double check all exam settings to ensure your exam is ready for the students.
- BE AVAILABLE BY PHONE. In case of an issue, we will call you.
- Check your email. When students have specific exam questions, we direct them to email their instructor.

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