



Student Verification Policy for Undergraduate Fully Online Courses

Policy: Undergraduate students taking fully online courses are required to abide by the following rules governing the required proctored final assessment.

Student Responsibilities:

- a. Find an approved proctor within the first two weeks of the semester.
- b. Complete and submit the **Proctor Approval Application (attached)**
- c. Provide your exam schedule to your approved proctor.
- d. Comply with any payment schedule that *may* be required by your approved proctor or testing center.
- e. Schedule your exam date and time with the proctor well in advance of the testing window provided by your instructor.
- f. Take your exam within the timeframe outlined in your course syllabus.
- g. Check that the **Proctored Examination Certification Form** was included with the exam.

Note: Failure on the part of the student to assume these responsibilities will be a matter to resolve with the instructor and could result in a failing grade on the exam in question.

Who Can Proctor?

- A testing center at an accredited college or university
- Librarian at a public library
- A commissioned officer of higher rank than the student, if in the military
- Testing centers such as Huntington or Sylvan Learning centers
- National College Testing Association (CCTC). The purpose of the CCTC is to make test administration services available to students at educational institutions away from their campuses or to facilitate distance learning exams.
- Other Felician Employees (as approved by Division Dean)
- Proctor U www.proctoru.com (student pays fee) <http://www.proctoru.com/> For exams that are 60 minutes or less the fee will be \$17.50 if the student scheduled more than 72 hours before their desired appointment time. If the student scheduled within a 72 hour period or less from the day/time they wish to take their exam they will see a premium fee between \$5-\$8.75 Email : help@proctoru.com and request that you would like to utilize this service. Be sure you include your instructor's first/last name, email address, course number, course title, & semester.

Your instructor is responsible for holding record of your proctoring approval forms.

Form revised 6/15/19
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