Distance learning courses may have proctored exams or exams that need to be taken under supervision. Because our students are usually not located near our campus, we have found the most efficient way to administer examinations is through the use of local proctors. Proctors are persons that have been approved by the Distance Learning Center to administer exams to students away from campus.

Students who are taking print-based courses through the Distance Learning Center should plan to have an approved proctor on file with our office. Most, if not all, of the print-based courses will require you to take exams through an approved proctor. Students taking print-based courses should choose a proctor soon after enrolling.

A few on-line courses may have proctored exams as well although the majority of UW-Platteville’s on-line courses have on-line examinations or test student knowledge via written assignments, papers and projects. Students who are taking courses in the online format only can wait to set up a proctor until they enroll in a course that requires proctored examinations. Students who are taking courses in the online format only can wait to set up a proctor until they enroll in a course that requires proctored examinations. However, it is your responsibility to have an approved proctor by the start of any on-line course that requires proctored exams. (Check the course description on the registration page to see if a proctor is required for the course examinations.)

Choose a Proctor

It is your responsibility to find a proctor who meets the program’s guidelines. You must choose a proctor from the list shown in the guidelines. It is not necessary that you know the person. Many students meet their proctors for the first time when they approach them about proctoring. Carefully read the proctor guidelines before you submit the form to nominate a proctor. When you ask someone to serve as your proctor, you should show that person the guidelines, so she or he can determine whether or not she or he wishes to serve as your proctor. If the person has any questions, she or he may call the Distance Learning Center at 800.362-5460 or 608.342-1468 and speak to the student/faculty coordinator. If you have trouble finding a proctor, call the Distance Learning Center.

When you find someone from one of the approved, professional categories that is willing to serve as your proctor, YOU must complete and return a proctor nomination and mail it to the Distance Learning Center. You should not give this form to your proctor to complete.

Written guidelines which outline the proctor’s duties and responsibilities are listed below.

1. Students who live in the United States may choose a proctor from one of the following approved, professional categories--
   a. certified librarian
   b. teacher, counselor or administrator at a local school or college
   c. ordained member of the clergy (This must be a full-time job. Some restrictions apply.)
   d. personnel/human resource officer where you work (providing your business is large enough to have a human resource department and you do not work in that department)

Your proctor cannot be related to you in any way or be chiefly your friend. Your supervisor at work or a co-worker is not an appropriate proctor. When selecting a proctor, be sure to remember that the exams must be sent to and administered at the proctor’s professional address. The program reserves the right to eliminate a category based on review of a student’s and/or proctor’s individual circumstances. The decision to accept or reject a proctor is made by the faculty/student coordinator--this decision is final.

2. The proctor may not currently be a student in a UW-Platteville distance learning program. Also, she or he must not have been nor plan to be a distance learning student with UW-Platteville.

3. The proctor must be able to communicate with the University via telephone, fax, e-mail, and mail.

4. The student is responsible for requesting exams and arranging a time with the proctor to take the exam.

Once the Distance Learning Center receives your proctor nomination, it will be reviewed, and the proctor will or will not be given preliminary approval. If the Distance Learning Center gives preliminary approval, the proctor will be sent a separate form via mail to complete and return to the Distance Learning Center for review. (If the nomination is not approved, you will be notified and you will need to submit a new proctor nomination form.) You may not request examinations until both you and your proctor have returned the necessary forms and both of them are approved by the Distance Learning Center.

Establishing a proctor is a two-step process involving a separate form from both you and the intended proctor. Do not assume that you have a proctor on file just because you have sent in the first form. You will receive written notification once your proctor has been approved.
5. The student may not have access to the exam before OR after the scheduled testing time.
6. The student may not make copies of the exam before or after it is administered.
7. The student may not use any written notes, textbooks, calculators, etc. while taking the examination unless otherwise specified by the instructor in the examination instructions, which are sent with each examination.
8. The student must stay within any time limitations imposed by the instructor on the examination instructions.
9. The proctor must be physically present during the testing time to proctor the student on items 7 and 8.
10. After the student completes the examination, the proctor must return the examination and the signed certification in the envelope provided. Homework may not be returned in the envelope with the examination. Students are responsible for sending in homework separately.
11. If the student does not take the exam within the prescribed time period, the proctor must return the exam in the envelope provided.
12. All students should be prepared to show the proctor a photo ID prior to taking any examination.

Violation of any of the above guidelines may affect your academic status at UW-Platteville.

International Students/Students Living Outside the United States

International students and/or students living outside the United States must choose a proctor who is fluent in English and who is from one of the following approved, professional categories:

   a. A professor or dean at a university or testing center, or an official designated by a dean or professor
   b. An American embassy information/education official
   c. A U.S. military base information/education official

Examinations must be returned by the proctor via air mail. It is the student’s responsibility to provide the proctor with prepaid express mail envelopes, so that the proctor can mail the exam to the faculty member at no additional charge. A return address label will be provided with each exam. Students who are living outside the United States who are enrolled in on-line courses that have proctored exams should discuss with their course instructor the possibility of having all examinations sent to their proctor at the start of the course.

In addition, International students and/or students living outside the United States must follow the guidelines previously outlined in items #2-12.

Changing or Re-nominating a Proctor

A student may have only one proctor at a time. A student is allowed to change proctors should it become necessary by nominating a new proctor in the steps previously outlined. Students may also be required to re-nominate proctors after periods of prolonged inactivity in their program.

Exams

It is the student’s responsibility to make sure that you have an approved proctor by the start of the course and that examinations are requested in a timely fashion. Your course information will indicate when examinations are to be taken. When you have been notified that you have an approved proctor on file and you are ready to take an examination, you may request your exam using the process which is outlined in your course material. You should allow at least 10 days from the time that you request the examination for your proctor to receive it. (Examinations being mailed outside the United States will take longer, so please plan accordingly.) Examinations are sent directly to the approved proctor; they are NOT mailed to a student. Notify your proctor that an examination has been ordered and schedule a time to take the test. The proctor will administer the exam and return it to the course instructor. (Students in print-based courses will be allowed 30 days to take the exam once it has been received by the proctor; students in on-line courses must follow the exam schedule as outlined in their on-line course calendar.)

Submit Your Proctor Nomination Form

After carefully reading this information and selecting your choice of proctor, please complete the Proctor Nomination Form. This form can be submitted via mail or can be scanned/emailed:

Distance Learning Center
UW-Platteville
1 University Plaza
Platteville, WI 53818
disted@uwplatt.edu

It is the student’s responsibility to report changes in any information (e.g. address, job title, relationship) that is submitted on the Proctor Nomination Form to the UW-Platteville Distance Learning Center.