SUNY New Paltz
Proctoring Guide

SUNY New Paltz is committed to preserving the academic integrity of its courses. To that end, it may be appropriate in some online courses for exams or other assessed assignments/activities to be proctored.

Directions for Students

1. Students who live within 50 miles of the SUNY New Paltz campus need to contact the instructor to confirm/establish a time to take the exam or other assessed activity with the instructor. This should be done prior to the instructor-established deadlines.
2. Students who live outside of the 50-mile radius of the campus may choose to coordinate to take the exam/assignment on campus or use an approved proctor.
3. It is the student’s responsibility to identify and secure an approved proctor.
4. The student is responsible for any cost in obtaining a proctor.
5. At the beginning of the semester, the student must review the requirements for any proctored exams/assignments in the course and plan accordingly, contacting the instructor immediately with any questions or concerns.
6. Students using a proctor must complete the Proctor Approval Form prior to the instructor’s established deadlines.
7. Acceptable proctors include the following:
   - proctoring services approved through the OpenSUNY Proctoring System;
   - testing centers at accredited institutions of higher education;
   - full-time faculty at an accredited higher education institution;
   - full-time librarian at a public library or a higher education institution;
   - military, corporate or industrial education testing centers;
   - other individuals may, at the discretion of the instructor, be eligible to be a proctor. Students should contact their instructor for more information.
8. Unacceptable proctors include family members, employers, friends, co-workers, individuals with which the student has a personal relationship, or student workers.
9. Once the instructor approves the proctor, the student must:
   - provide the proctor with the Proctor Agreement Form and ask the proctor to return the completed form to the instructor in accord with the instructor-designated time-frame;
   - schedule the exam/assessable activity during the instructor-designated exam-taking period; AND
   - take the exam/complete the assessable activity at the designated day/time.
10. If the proctor is required to mail the exam/assignment to the instructor, then it is the responsibility of the student to provide the proctor with a suitably sized postage-paid addressed envelope.

Directions for Faculty

1. If an instructor will require students in an online course who live outside of the 50-mile radius and who do not wish to travel to campus for a face-to-face assessment to use a proctor, he/she/they must clearly state that requirement BOTH in the course schedule and in the syllabus.
2. To include the notation in the course schedule, the faculty member will coordinate with the department administrative assistant to enter the following notation in a scheduling field that displays to the public: “This course will requiring proctoring. Proctoring can result in additional costs to the student, and costs vary by student and course. Please visit with the instructor if you have questions about potential costs.”
3. The syllabus must include a copy of these guidelines, a copy of the Academic Integrity Policy, and a copy of the Proctor Approval, Agreement, and Certification forms.

4. The syllabus must identify the date by which the Proctor must be approved and designate the dates during which the proctored assessments must take place. The instructor must document any change to the designated dates.

5. The instructor can, at his/her/their discretion, deny a possible proctor if he/she/they has a concern about the qualifications of the individual or the integrity of the proctoring environment.

6. Once approved, the instructor must provide the proctor with:
   - a copy of the exam/assignment;
   - directions for the exam/assignment environment (i.e., permissible materials that can be used during the exam, time limits, etc.); AND
   - directions for the submission of the exam/assignment materials (such as online, by mail, signed across the seal, post-mark requirements, etc.).

7. Students are responsible for any costs in securing an approved proctor; however, it is the responsibility of the instructor to consider these costs in designing proctored exams/assignments.
   - Proctoring should be reserved for situations where other options are not reasonable to ensure the mastery of required learning outcomes.
   - Unless approved by the Assistant Vice President for Graduate & Extended Learning, an instructor should not require proctoring that is expected (based upon the Open SUNY Proctoring System) to cost a student more than $250 for a single course in a single semester.

**Students with Disabilities**

The materials associated with these Proctoring Guidelines may or may not be applicable in situations where a student with a disability requires proctoring services in order to complete course requirements. Students with disabilities should visit with their instructor and/or with the **Disability Resource Center** to determine the appropriate accommodations and proctoring needs.

**Forms**

1. **Proctor Approval Form**
2. **Proctor Agreement Form**
3. **Proctor Certification Form**