

NASHVILLE STATE COMMUNITY COLLEGE
NSCC Web Online Course Alternate Testing Site Proctor Request

Step 1:

- Obtain approval from your instructor immediately.
- This form must be submitted within 3 weeks after the 1st day of class to the NSCC Testing Center.
 - Requests not received in this time frame will be returned to the student with instructions to contact the instructor for approval/processing.
- All alternate testing site proctors must be approved prior to testing.
- Requests will be denied if all proper signatures and initials are not present.
- If you are taking multiple online courses, you will need to fill out page 1 of this form for each course that you will take with the requested proctor.
- Please make sure to print legibly (If this is not legible, the Testing Center may send this back to you for clarification of the illegible portions.)

Step 2: Email or call your alternate testing site and request a proctor. Send them the following information with your information filled out:

- Your name: _____
- A# _____
- Email address: _____
- Your phone number: _____
- Instructor's name: _____
- Instructor's phone number: _____
- Instructor's email address (outside of D2L): _____
- Course Name: _____ Course Number: _____
- Semester and year: _____
- Date & time appointment 1: _____ Test Name _____
- Date & time appointment 2: _____ Test Name _____
- Date & time appointment 3: _____ Test Name _____
- Date & time appointment 4: _____ Test Name _____
- Date & time appointment 5: _____ Test Name _____

Reminder: You can test at any Nashville State Community College Testing location on any of our campuses without filling out this form. To review a list of all locations, please go to this website:

http://www.nsc.edu/content/resources/On-Off_Campus_Testing_Center_Schedules.pdf

Step 3: Review all information regarding finding an alternate proctor. Please call or email the Testing Center if you need any assistance.

- All alternate test proctor sites must be approved by the Nashville State Community College Testing Center **7 business days prior to your test date request.**
- It is important to be aware of your requested testing facility's timeline as well. They may have a different time line (for example, 14 days). Be sure to submit your forms to the NSCC Testing Center in enough time to guarantee that we can meet the timeline of your requested testing facility.
- If you are testing in the state of Tennessee, it is preferred that you obtain a proctor at another TBR institution or an approved participant in the United States.
 - TBR Institutions: <https://www.tbr.edu/institutions/our-institutions>
 - For a participant in the United States: <http://www.ncta-testing.org/cctc/find.php>
- Student will pay any fees incurred by the testing institution that will proctor your exam.
- Student will provide postage to proctor if the proctor does not provide shipping.
- Student agrees to follow the NSCC Testing Center Guidelines.
 - http://www.nsc.edu/content/resources/Testing_Center_Guidelines.pdf
- Student understands that submitting this form does not guarantee proctor approval. This is a request for a proctor and the Testing Center and/or instructor will process the request and confirm whether the proctor is approved or denied.
- **Reminder:** The process: The student will get an email that the proctor site is approved or declined. If approved, your testing site will receive further instructions. You can call and/or email to check the status of your request if it has not been processed prior to your testing appointment.

I understand and will comply with these requirements. I understand that this does not grant approval until it has been completely processed by the Testing Center and my proctor request has met the approval requirements. I understand that Nashville State Community College has testing availability at the following campuses throughout Tennessee: Clarksville, Cookeville, Dickson, Humphreys County, Nashville (Main) and Nashville (Southeast campus). My signature below indicates my responsibilities as an NSCC web online student requesting an Alternate Testing Site.

I agree to the terms of this Proctor Request at an Alternate Testing Site.

• Signature: _____ Date: _____

Testing Center: Nashville State Community College
Testing Center
Student Services Building, Room 217
120 White Bridge Road
Nashville, TN 37209

Office - (615) 353-3564
Fax - (615) 353-3356
Email - testing.center@nsc.edu

Step 4: The proctor section is to be filled out by the proctor only. Ask the proctor to fill this portion out and have proctor email or fax form to the Testing Center.

testing.center@nsc.edu or fax to 615-353-3356

Proctor Contact Information for verification:

Proctors will be approved by the NSCC Testing Center and/or NSCC instructor

- Proctor Name: _____
- Proctor Employer: _____
- City: _____ State: _____
- Proctor Job Title: _____
- Phone Number: _____
- Signature: _____
- Email Address: _____
- Employer Website: _____
- Supervisor Name: _____
- Supervisor Title: _____
- Supervisor Email: _____

Questions for Proctor

- How many days in advance do you need the test information? _____
(We request students send in the request at least 7 business days prior to the test appointment.)
- Are you willing to mail back printed test materials to the Testing Center? _____
 - If not, the student will be required to bring you a prepaid envelope to ship the test back. The test would be shipped back by the proctor, not the student. Are you willing to mail it back if the student provides the envelope and shipping? _____
- Is the proctor willing and able to download the NSCC Respondus Lockdown Browser?
Yes _____ No _____
 - Need assistance downloading? Please call our Computer Help Desk at (615) 353-3678.
- Is the Proctor related in any way to the student?
Yes _____ No _____
- Is the student someone that you know personally?
Yes _____ No _____

- If so, please briefly explain: (For example: guidance counselor, instructor for different course, etc.)
- _____

- Do you have a computer for the student to use to complete the exam? We do not allow a student to use their own personal computer. They will be required to use a computer at your facility.

Yes _____ No _____

- Proctor agrees to follow the NSCC Testing Center Guidelines:

Yes _____ No _____

- http://www.nsccl.edu/content/resources/Testing_Center_Guidelines.pdf

- Are you willing to send the following to testing.center@nsccl.edu when a student completes the exam?

Yes _____ No _____

- We require that our proctors notify us when a student has tested at their facility.

- When the student completes the exam, please email the Testing Center the following information:

- Student Name
- Student Course Name
- Test Number
- Start Time
- Stop Time
- Date of test

I agree to the terms of this Proctor Request at an Alternate Testing Site.

- Proctor Signature: _____ Date: _____

Step 5: If the Proctor is approved, the student and proctor will be notified. The Testing Center will then send directions, materials, passwords, etc., for your proctored examination or essay to your proctor. You are responsible for arranging a time to meet with your proctor. You are responsible for any fees associated with testing and/or shipping at an Alternate Testing Site.

- If the request is declined, the student will be notified by the NSCC Testing Center.
- Please contact the Testing Center for any updates or questions: (615) 353-3564 or testing.center@nsccl.edu

For Testing Center Use only:

Request Processed by: _____ Date processed: _____ Emailed: _____ Faxed: _____

Proctor Request Denied (reason): _____



Member of



Proctor Confidentiality Agreement

As a test proctor, with access to NSCC passwords and documents, it is important that you maintain the confidentiality of any information to which you may have access in the course of your employment. This confidentiality extends to test, student, and faculty information.

Test information includes, but is not limited to:

- Content
- Passwords
- Length, format, or perceived difficulty of assessments

Student information includes, but is not limited to:

- Type of test being taken
- Course or section in which the student is enrolled
- Student data such as grades, ID number, address, or phone number
- Results or outcomes of any tests taken in your testing space

Faculty information includes, but is not limited to:

- Faculty contact information not available to students
- Frequency or infrequency of password changes
- Deadlines or extensions
- Materials in or associated with the online course site
- Special provisions extended to students

I understand and will comply with these requirements to maintain the confidentiality of all information which I may come to know as a result of my employment as a test proctor. I understand that this includes all information I have access to from the NSCC Testing Center. My signature below indicates my responsibilities as an online test proctor.

Proctor Signature

Date