



Guidelines for Selecting a Proctor

Proctors must be approved by the MLT Program instructors/director.

Proctors may be, but are not limited to, the following (have a question, ask your instructor):

- Professional staff of a medical facility
- Professional consultant for a medical facility
- Librarian or someone in an administrative position at a library
- Professional teacher at an accredited institution of learning
- Professional staff member of the adult or continuing education office or testing center at an accredited institution of learning
- Military officer (at a higher rank than the student) or a military educational services officer
- Corporate or government agency education official (corporate trainer, human resources staff member, development coordinator, etc.)
- Human resource professional or employee development coordinator
- Ordained clergy member (Minister, Priest, Rabbi, Pastor, etc.)
- Civil service examiner
- Judge of a court of law
- Work supervisors

Proctors may NOT be:

- Any relatives including non-blood relatives (ex's and past relatives)
- Personal friends
- College peers
- Current students
- Neighbors
- Peers at work

Proctoring will take place in a public facility, not in the home of the proctor or the student.



Frequently Asked Questions by Proctors

If I agree to proctor the exams, what are my responsibilities? You are to directly monitor the student while they are taking exams, and you must complete and fax a Proctor Report for each exam you administer. The student is ultimately responsible as they will not receive a grade until the instructor receives the proctor form from the exam. The student should keep the original in their course portfolio. Please review the attached Proctor Report form which is different than your Agreement to Proctor. Students can print Proctor Report forms from each courses' web page.

When do the courses start and finish? The fall semester begins in mid-August and ends in mid-December. The spring semester begins in mid-January and ends in mid-May. Summer is end of May through July. Most courses are 17 week. Phlebotomy can be 9 weeks.

For what courses am I being asked to proctor exams? This depends on each individual student's curriculum plan. The student can tell you how many and which courses they are taking and the frequency of the exams.

How many exams are there to be proctored in the courses? This varies significantly from course to course...from as few as five to as many as twelve.

When are the exams? The schedule for each course is posted within the course home page. The student can provide you with a schedule for each course. If the student does not complete the exam within the time frame specified in the course schedule, they might be allowed to take the exam by making arrangements with the course instructor, but their score will be docked.

Who are the instructors for the courses? The student can tell you the name of the instructor for each course and give the contact information.

How do I contact an instructor? Call Barton County Community College at 888-423-1711...the instructors email is last name first initial @bartonccc.edu

How much time does the student have to complete the exam? The amount of time the student has to take the exam is set within the testing software by the instructor. There is an introduction to the exam that the student can show you. Students can be allowed from 30 min. to 1 ½ hours for an exam. For the comprehensive final exams, students are allowed 2 hours.

Can the student use any resources while taking the exam? Normally as noted on the Proctor Report, the student is allowed to use only blank paper, a pen or pencil, and a non-programmable calculator. You are to collect the "blank" paper after the exam and shred it. In the introduction of the exam there can be other tools the student may use listed. They can show you this page before they start their exam.

PROCTOR INSTRUCTIONS

- Testing student must have access to internet and a computer for on-line testing. The student may use personal laptop with EXAMGuard or Respondus lockdown browser loaded on it. When testing the student must be monitored while taking the exam.
- The student is **not** permitted to print any material during the time of the exam or use another electronic device to look up information.
- Unless stated in opening page of exam, the student will not have notes or books accessible during the exam.
- The student is **allowed** a pencil, a blank piece of paper and a non-programmable calculator (not a cell phone) during the exam. Please *destroy* the “blank” piece of paper after the exam.
- Each exam has a specific due date and usually 4 work days to take the exam. (opens Friday, closes Wed. at midnight) The time limit for viewing the exam is set by the individual instructor and monitored by the on-line exam program. It is published in the course schedule.
- The student will provide you with an exam Proctor Form that you complete while the student is taking the exam. It is ultimately the student’s responsibility to electronically drop box this form to the instructor—as no grade will be awarded without the proctor report.
- If you will not be available to monitor the exam you may designate another to proctor in your place. There will need to be a Proctor AGREEMENT completed and drop boxed by the student for the other Proctor(s).
- If there is a question about the exam results, an instructor may contact you..rarely does that happen.



PROCTOR AGREEMENT

By my signature I agree to proctor examinations for the student(s) listed below taking MLT/Phlebotomy courses from Barton Community College, as I am able. I will see that the student(s) takes the examinations honestly and according to directions.

If I cannot administer the examination within the time frame specified by the instructor (e.g. because I am on vacation or attending a conference), I will delegate those responsibilities to an appropriate designee and have them complete a Proctor Agreement. I will give this form to the student who will **scan and electronically upload to the course drop box with the proctor report and file in their portfolio.**

I understand that I will not be paid for this service, but I will proctor these examinations to help the individuals involved. I will complete a Proctor Report for each examination proctored for the student to submit.

PROCTOR INFORMATION

Name: _____

Home Address: _____

Home Telephone Number: _____

Name of Company or Institution: _____

Position: _____

Business Address: _____

Business Telephone Number: _____

Fax Number: _____ e-mail: _____

Signature

Date

Please list below the *name(s) of student(s)* for whom you've agreed to proctor exams:



Phlebotomy/ MLT Exam Proctor Report

It is the student's responsibility to insure this report is completed and electronically uploaded to the course drop box. This should be done **as soon as possible** following the exam.

No report, no grade.

The **student** should complete this portion of the Report...

Student: _____ date exam being taken: _____

Check Course taking exam for:

- ___ Principles of Phlebotomy
___ MLT: Hematology & Coagulation
___ MLT: UA & Body Fluids
___ MLT: Immunology & Serology
___ MLT: Clinical Chemistry I
___ MLT: Blood Banking
___ MLT: Clinical Microbiology I
___ MLT: Clinical Chemistry II
___ MLT: Seminar in Lab Medicine
___ MLT: Clinical Microbiology II

Exam name/#: _____

The **proctor** or their designee should complete this portion of the Report...

The student started the exam at _____ and completed the exam at _____.

My signature below affirms that I proctored the student while they were taking the exam noted above. My signature affirms that during the time they were taking the exam:

- I directly monitored the student
• The student did not access the Internet, electronic devices, books, notes or study materials Unless directed by exam instructions shown to proctor.
• The student had no conversations with anyone other than the proctor
• The student did not print any materials from the computer

The student is allowed to have a blank paper and a pen or pencil, and can use a non-programmable calculator. All blank paper used during the exam must be collected by the Exam Proctor and destroyed. Comments: please report any technical problems or irregularities here

Signature of Proctor or Designee

Date: _____

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