

New Mexico Junior College

Procedures for Proctored Test in an Online Course

In keeping with instructional best practices, NMJC strongly encourages all online instructors to administer assessment activities and instruments (assignments, projects, papers, quizzes, tests, and exams) within the confines of the institution's Learning Management System (LMS). Should a certain course require the administration of a proctored exam, limitations would include a mid-term and/or final exam.

When a proctored exam is required, the course instructor is responsible for alerting students to the requirement on the course syllabus as well as within the course itself. Guidelines for proctored exams must be evident for both local online students and distant online students. For students within the local area, the proctored exam is taken at the NMJC testing center at no charge. Testing center information is located on the NMJC website at <http://www.nmjc.edu/academics/artsandhumanities/testingcenter.asp> or by contacting Betty Curry, Testing Center Coordinator at 575-492-2591(bcurry@nmjc.edu). Any student taking an exam in the Testing Center is required to furnish a picture ID.

Students who are not within driving distance of the Hobbs campus will be responsible for making arrangements with a testing center in his/her respective location. The testing center must be approved by the course instructor within the time frame established by that instructor. *It is the responsibility of the student to pay any fees that may be charged by a testing center away from the NMJC campus.* Information that must be provided by the student to the instructor via course e-mail is as follows:

Name of testing center

Name and title of person responsible for administering the exam at the testing center

Address of testing center

Phone number, E-mail address, and Fax number

Hours of operation

The course instructor will follow-up with the information provided by the student to determine the validity of the suggested site and make arrangements for the delivery of the testing instrument.

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