Proctored Exam

A proctored exam is a test that requires the student to be overseen/supervised by an individual called a proctor who is approved by the instructor. The proctor ensures the security an integrity of the exam process. For West Georgia Technical College (WGTC), students can request to be proctored at a WGTC Library on any campus, utilize ProctorU, or request a third-party proctor with prior approval from the instructor.

WGTC policy requires one major exam, mid-term or final, be administered as a proctored exam. The instructor must provide either the mid-term or the final as a proctored exam for each online course taught during any given semester. Instructors do have the option to use a WGTC Library as the proctoring venue; utilize ProctorU, or an instructor approved third-party examiner. The procedure to create the proctored mid-term or proctored final on the ProctorU website is located in the Lessons Tab in the Proctored Exam folder; see ProctorU Information: How to Create an Exam

Proctoring Procedure for the Instructors

1. Inform the students which exam (mid-term or final) will be proctored via course room announcement and Blackboard Messenger.

2. Complete the Faculty Google Document form indicating which exam (mid-term or final) will be proctored and availability of exam to WGTC Library Staff: https://docs.google.com/forms/d/1U8sh_9IHUKw5-dvieeUTZWz3A07AG7kwu_dpxZdIQDI/viewform?usp=send_form

3. Instruct students to complete the Student Proctored Exam Appointment Google form to schedule proctored exam indicating the venue to be used to complete the proctored exam. The Google Form link is as follows: https://docs.google.com/forms/d/1e4HyphWhSLVPzz1qqW7ECrINfyyaa9unUXF6l5wKkuo/viewform?usp=send_form

Proctoring Procedure for Students

1. Inform the instructor via requested process to indicate when and where you have scheduled your proctored exam.

2. Complete the Student Proctored Exam Appointment Google form to schedule proctored exam indicating the venue to be used to complete the proctored exam. The Google Form link is as follows: https://docs.google.com/forms/d/1e4HyphWhSLVPzz1qqW7ECrINfyyaa9unUXF6l5wKkuo/viewform?usp=send_form

3. Complete and submit the proctored exam on the scheduled date, time, and venue. NOTE: It is the student’s responsibility to inform the instructor if there is an event keeping the student from completing the scheduled exam timely.