

# Proctorship Policy

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Last updated: March 20, 2016

1. BUPST's examinations are to be administered by a BUPST-approved proctor on a date that is mutually convenient for the student and the proctor. The student is responsible for nominating a qualified proctor that is approved by BUPST.

2. BUPST reserves the right to directly contact the proctor in order to verify information. BUPST also reserves the right to require the student to nominate a different proctor.

3. (1) The following individuals may serve as proctors:

- BUPST Professor, Dean, or Director
- BUPST Manager or Supervisor
- Acquaintance of students

(2) The following individual is not acceptable as a proctor:

- Relative of BUPST student
- BUPST student
- Anyone with a perceived or real conflict of interest.

4. Providing false proctor information or not following the BUPST proctor testing procedures will result in failure of the examination and will be grounds for dismissal from BUPST degree program.

5. Proctor approval procedure is as follows:

(1) It is the student's responsibility to initiate the proctor nomination process. It is recommended that each student identifies one or more proctor(s) to eliminate scheduling conflicts that can arise when a proctor is not available during the allotted timeframe. The approved proctor's information will remain on file for the student and the student may use the proctor until any of the following event occur:

(a) The student or proctor cancels the proctorship agreement.

(b) BUPST disapproves or cancels the proctorship agreement.

(c) Students must provide the potential proctor(s) in accordance with the Proctorship Policy.

(2) The student and proctor may assume that the proctor is approved unless otherwise notified by BUPST.

(3) Upon receipt of a completed "Proctored Examination Request" which contains the proctor's name, BUPST will process the request and send the online final examination instructions to the identified proctor.

6. Proctor Responsibilities are as follows:

The primary function of the proctor is to verify that the correct student takes the examination and to monitor the students taking the examination to ensure that they do not receive help with the examination. In order to accomplish this, the proctor must do the following:

- (1) All BUPST examinations are taken and submitted via the BUPST Online Examination Site; therefore, the proctor must sit with the student for the time that is appropriate for taking an examination. The area must have internet and computer capability for the student to sign into the BUPST Examination Site.
- (2) Check student photo to ensure that the individual is actually the person scheduled to test. Assign each student a computer and ensure that the student can not open the computer until you giving the permission to do so
- (3) The student is allowed to use dictionaries and Internet when taking exams; however, no translation software allowed during an exam. Tell the students to enter the BUPST online examination site. Ensure no one makes or emails a copy of the exam.
- (4) Time the exam and stop the student when time limit has expired. Have the student go to the bottom of the exam and select the button to submit the exam to the grader.
- (5) If an exam cannot be administered due to power outages, sickness, etc., notify admin@babel.edu as soon as possible. The exam will be rescheduled at a later date.