

9. Proctorship Policy

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Introduction

Babel University Professional School of Translation (BUPST) uses a proctoring system for students who take course final tests. Students must take tests using one of the following methods where a proctor is present during the exam (if method I is not possible, then method II is used).

I. Requesting an Outside Proctor

1. The test process from requesting to taking the test

1) The student appoints a proctor that meets the following conditions:

The following individuals or organizations may serve as proctors:

- Faculty member, administrator, or other professional staff member of a university, college, or school.;
- Qualified staff member at a commercial testing center;
- Educational counselor;
- Library staff member;
- Member of the clergy;
- Professional designated by BUPST; or
- Any other acquaintance of the student who is approved by BUPST.

The following individuals are NOT acceptable as proctors:

- Family members, co-workers, friends of the student.
- BUPST students and tutors,
- Anyone with a perceived or real conflict of interest.

2) The student selects either the BUPST office (Honolulu) or their residence as the test location.

3) The student contacts the student services department to provide the following information via email and request to take a proctored test.

- 1) Student information (name, phone number, email address)
- 2) Course information (course number, course name, faculty name)
- 3) Test location information (name and address)
- 4) Proctor information (name, affiliation, position, phone number, email address)

4) Within three days of receiving the request for a proctored test, the student services department will inform the student and proctor of the time and date, location, student information (picture included), and any other information for the course final test. At that point, the student services department will send the Affidavit Form to the student (see Appendix A), and the Proctor Nomination Form and Instructions for Proctors and Affidavit Form to the proctor .

5) The student services department will confirm the proctor's intent once the proctor submits the completed and signed Proctor Nomination Form, and if necessary will verify that the proctor is a suitable selection. If the proctor's willingness and/or suitability cannot be verified, the student must search for another proctor.

6) On the day of the test, the student services department will send the student all necessary documents (test instructions, test questions, information on when the graded test will be returned, etc.).

7) The student will fill in, sign, and submit to the student services department the Affidavit before beginning the test.

8) The proctor will be present the whole time the student is taking the test.

9) The proctor will promptly fill out, sign, and submit the Instructions for Proctors Form following the test.

2. Proctor Responsibilities

The proctor is responsible for verifying and attesting that the student has taken the test in a way that is honest and appropriate. To do so, the proctor must abide by the following guidelines.

- 1) For the BUPST test questions to be sent by email, the test location must have Internet access and computers that can be used.
- 2) The proctor will verify the student's identity before the student begins the test.
- 3) The proctor will be present in the same room the entire time the student is taking the test to witness the test taking process.
- 4) During the test, the student is allowed to use dictionaries, books, textbooks, the Internet, and translation software. The student is never allowed to copy test questions, send test questions to others, or receive assistance from others.
- 5) When time is up, the proctor will verify that the student has stopped taking the test and sent their test answers to BUPST.
- 6) The proctor will submit the Instructions for Proctors Form to the student services department.
- 7) If there are extenuating circumstances that result in the suspending or discontinuing of the test such as a power outage, sudden illness, etc., the proctor will promptly contact the student services department regarding the situation. In such cases, the test will be rescheduled.

II. BUPST Staff Proctor System (using a web camera)

If the student cannot find an outside proctor and BUPST cannot provide an outside proctor, a BUPST staff member will use a web camera to monitor the student's test (all students are required to use computers with web cameras).

1. The test process from requesting to taking the test

1) The student contacts the student services department to provide the following information via email and request to take a proctored test.

- 1) Student information (name, phone number, email address)
- 2) Course information (course number, course name, instructor name)
- 3) Test location information (name and address)

2) The proctor is selected from the student services department or BUPST counselors.

3) Within three days of receiving the request for a proctored test, the student services department will inform the student of the time and date for the course final test. At that point, the student services department will send the Affidavit Form to the student.

4) On the day of the exam, the student services department will send the student all necessary documents (test instructions, test questions, information on when the graded test will be returned, etc.).

5) On the test day, (before the test is started) the BUPST staff member serving as the proctor will verify the student's identity using the ZOOM video conferencing system. The proctor will also check the system being used, verifying the Internet connection and that there are no technical problems so that the proctor can monitor without problems.

6) The student will fill in, sign, and submit to the student services department the Affidavit (Appendix A) before beginning the test.

7) The proctor will be watching via a web camera the entire time the student is taking the test to witness the test taking process.

8) When time is up, the proctor will verify that the student has stopped taking the test and sent their test answers to BUPST.

9) If there are extenuating circumstances that result in the suspending or discontinuing the test such as a power outage, sudden illness, etc., the student will promptly contact the student services department regarding the situation. In such cases, the test will be rescheduled.