

Proctor Guidelines

Proctor Guidelines and Information

Eligibility

You may request to have your exams proctored if you:

1. do not live in Maryland.
2. live in Maryland but do not attend a college that participates in MarylandOnline Course Sharing.
3. have a documented disability that prevents you from attending one of CCBC's testing sites.

If you do not meet these requirements, please view our testing locations to select the site and hours of operation that fit your needs.

Proctoring Process

1. The first week of class, please submit a proctored-test request form. On that form, list a potential proctor and all of his/her pertinent information. You are responsible for locating a proctor that meets your needs and CCBC's proctoring criteria (listed below). Please note that you must make a request for each class for which you require a proctored exam.
2. The distance learning staff will call the proctor to verify that he/she meets the criteria to be a CCBC approved proctor.
3. If the proctor is not approved, we will send you an email (or call you, if you do not have access to email) indicating that you need to locate a new proctor.
4. If the proctor is approved, distance learning staff will notify you and the instructor. The instructor will send the testing materials to the proctor per the syllabus. The testing materials will be sent within one week of the scheduled exam.
5. The instructor will send an email to you (or call you, if you do not have access to email) confirming that the tests have been sent.
6. Contact your proctor and set an appointment date and time to take your exam(s).
7. Take your exam at the proctoring location as scheduled.
8. The proctor sends the testing materials back to the instructor.
9. You will receive your grade from your instructor.

Proctor Criteria

Proctors must be from an accredited university, accredited college, public library, governmental agency or military base. If the proctor is at a university or college, he/she needs to be an employee of the testing center, assessment center, library, disability center, distance-learning center or advising/counseling center. Instructors may not proctor exams.

Please note that you may not have your exams proctored at K-12 schools, at work, or religious institutions. We do not allow employers, co-workers, spouses, family members or friends to proctor exams. Currently enrolled CCBC students may not serve as proctors for other CCBC students. Please contact us at 1-410-780-6504 if you cannot find a suitable proctor or have questions about proctor eligibility. We may be able to help you locate a proctor or we may be able to grant an exception if there are special circumstances.

Cost

CCBC does not charge a fee to send exams to proctors. However, most proctors charge a fee for their services and you are responsible for paying any applicable charges. Please ask the proctor about whether or not he/she charges for his/her services before submitting your request.

Timeframe

The timeframe required for your proctor to receive the exams depends on the accuracy of the information you provide. Exams are sent to proctors within 7 days of each exam.

Late Requests

Late requests are processed according to the above proctoring process. We will make every effort to verify the proctor quickly and to send the approval notifications promptly. However, the instructor cannot guarantee arrival date for tests. *If you believe that you may miss your midterm or final deadline, please contact your instructor to let him/her know your circumstance.*

Expedited Service

We do not offer overnight or priority mail services, nor do we fax exams to proctors. To make sure that you receive your exams on time, *submit your proctored-exam request the first week of class and provide all of the potential proctor's information.*

Midterms and Finals

You do not need to make separate requests for the midterm and the final. The instructor will send the midterm and final per the course syllabus.

Dropped Courses

If you drop a course after your exams have been sent to the proctor, please contact your proctor to have the tests sent back to the instructor.

Contact Information

Please call the Distance Learning Staff 410-780-6504 if you have any questions or concerns.
