

## CCBC Online Remote Proctor Guidelines and Information

### Eligibility

As a student in a CCBC online course, you may request to have your exams proctored if you:

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

If you do not meet these requirements, please visit the CCBC Course Exams website at <http://www.cbcmd.edu/Resources-for-Students/Testing-Centers/CCBC-Course-Exams.aspx> for information regarding CCBC Testing Center policies and procedures.

### Proctoring Process

1. Complete and submit the online **Proctor Request Form** at <http://www.cbcmd.edu/Resources-for-Students/Testing-Centers/Proctoring-Services/Out-of-State-Proctor.aspx> no later than the first week of classes. Be sure to include as much contact information as possible for the proctor, and identify all of the classes for which you will need test proctoring. You are responsible for locating a proctor that meets your needs and CCBC's proctoring criteria (listed below).
2. The Director, Testing and Assessment Centers or designee will contact the designated proctor to verify that he/she can perform the service according to CCBC guidelines.
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 different proctor.
4. If the proctor is approved, the Director/designee will notify you, the proctor, 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 will send the completed testing materials back to the instructor.
9. The instructor will assign your grade for the exam.

### Proctor Criteria

Approved proctors include:

- accredited college or university testing center staff
- accredited college or university advisor or counselor
- U.S. military base education officer
- public librarian
- director, principal, or faculty of a seminary or religious academy
- U.S. embassy education officer.

**A proctor who is the student's relative or friend, employer, co-worker, tutor, ecclesiastical leader, or athletic coach, including assistant coach, cannot proctor the student's exams.**

**Cost**

CCBC does not charge a fee to send exams to proctors. However, many 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.*

**Processing Time**

The timeframe required for your proctor to receive the exams depends on the accuracy of the information you provide on the Proctor Request Form. 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 of 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 during the first week of class and provide all of the potential proctor's information.*

**Multiple Exams**

You do not need to make separate requests for each exam in the course. The instructor will send to the proctor the appropriate exam materials, 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 exams sent back to the instructor.

**Contact Information**

Please contact CCBC's Testing Center central office if you have any questions or concerns.

Email (preferred): [ccbconlineproctor@ccbcmd.edu](mailto:ccbconlineproctor@ccbcmd.edu)

Phone: 443.840.4406