Allegany College of Maryland - Nursing
Exam Proctor Policy and Procedure Online Program

The Nursing Department at Allegany College of Maryland (ACM) is committed to maintaining academic integrity in all of the courses it offers. To support this standard, applicants to and students enrolled in, the LPN-RN online program are required to have all exams, including the LPN-RN Online Entrance Exam, administered by a qualified proctor. The proctor is responsible for supervising the exam process on behalf of the ACM Nursing Department. **It is the student's responsibility to secure a proctor/site in order to take exams.**

**Please note:** There may be a fee involved to secure a proctor, which is the responsibility of the student to pay. This cost is NOT included in the course fees. Exams taken at any of the ACM campuses do not incur a proctor fee. Regardless of where the student takes required exams, **ALL** students must show a government photo ID (such as a driver’s license) to the proctor before being permitted to take the exam.

**Exam Proctor Guidelines**
Proctors ensure credibility and integrity. Proctor verification for remote exams is required by the Nursing Department to ensure the academic integrity and credibility of its program.

* An acceptable proctor is someone with no conflict of interest in upholding the Nursing Department’s Academic Integrity and Honor Code. A test proctor must be an objective observer who can attest to the integrity of the student’s academic conduct and the testing environment. A test proctor might be:
  1) a university, college, or private testing service; 2) a high school guidance counselor; 3) other - contingent upon approval

  **NOTE:** To maintain academic integrity a test proctor cannot be a co-worker, classmate, spouse, relative, friend, or neighbor.

**Requirement for Serving as a Proctor**
The proctor is responsible for maintaining the academic integrity of the exam process on behalf of ACM Nursing Department. If the proctor believes the academic integrity of the exam process has been compromised, he/she has the right to stop the exam. Whether or not the proctor stops the exam, he/she will report the incident to the Online Nursing Program Course Faculty and will share the information with the instructor of the course, who will decide on the appropriate action, consistent with the college’s policy on academic integrity.

1. The proctor must ensure that all necessary technologies are available and working.

   - At a minimum, the proctor must have a valid, working **business e-mail address** and telephone number so that the nursing department may communicate with them.

   - The proctor **must** have access to a computer at his/her place of business. The proctor should have permission/authority to download exam proctoring software to a designated computer.
It is highly recommended that high-speed (broadband) Internet connections—such as cable, DSL, T1 or faster—be utilized for proper system response.

Proctors and students should review the list of minimal technical computer requirements for exam proctoring.

2. Only the proctor may provide the exam login information to the student.
3. No copies, print or photographs, of the exam are to be made at any time.
4. No person other than the proctor and student may view the exam. The student may have access to the exam only during the time period allowed by the instructor.
5. The proctor must follow the instructor’s requirements for administering the exam. These may include a time limit, specific allowable equipment, such as a calculator and inclusion or exclusion of books, notes, etc.
6. Some exams require listening to audio files which will require working speakers on the computer or a simple headset to listen to the clips.

Securing an Exam Proctor

A proctor will not automatically be assigned to you; rather, you must make the necessary contacts to secure a professional who will serve in this capacity. Your proctor must be approved before any exams can be taken. While many proctors will serve on a voluntary basis, you are responsible for paying any expenses incurred in retaining a test site/proctor.

Applicants/students must identify and obtain approval for an exam proctor at least two weeks prior to taking the LPN-RN Online Entrance Exam. Once approved, the proctor/site is valid for two years and is to be used for all exams throughout the program.

1. The exams for the LPN-RN online courses are administered online using Blackboard.
2. Standardized specialty exams are administered by accessing the test administrator website.

In all instances your proctor will need to have access to a computer at his/her place of business. It is highly recommended that high-speed (broadband) Internet connections—such as cable, DSL, T1 or faster—be utilized for proper system response. Please keep this in mind when choosing a proctor. A list of minimal computer requirements for your proctor’s computer is located in the “Requirements for Serving as a Proctor”.

Students have several options for securing a proctor.

Option A) If you live close to one of ACM’s three campuses*, you may go to the student testing center on a specified campus to have your exams proctored at predetermined scheduled times. You must present a photo ID card, such as a driver’s license, to be admitted to take the exam. Note that with this option you must still submit the Proctor Information Form in Step 1 below.

Option B) If you do not live within close proximity of one ACM’s campuses, you will need to arrange to have your exam(s) supervised by a qualified and approved proctor. Refer to the Off-Campus proctoring option.
Option A - TESTING CENTER CONTACT INFORMATION

* Cumberland campus: Charlie Jackson (301)784-5554 or testing@allegany.edu
* Bedford Co. campus: Mary Ann Clark: (814) 652-9528 x 6204 or mclark@allegany.edu
* Somerset campus: Brianna Livingston: (814)-445-9848 ext 6135 or blivingston@allegany.edu

If you plan to utilize the campus testing centers for testing, it is recommended that you contact the testing centers in advance to verify hours of operation and/or make an appointment.

Option B - OFF-CAMPUS PROCTORED TESTING

The exam site you choose cannot be a residential or private (e.g., a church) location. You must arrange a public location such as the following:

- University or college testing center
- National testing center (Sylvan, Prometric)
- High school guidance counselor
- Public or academic library
- Other (contingent upon approval)

Steps to Secure an Exam Proctor

Step 1. Locate an acceptable test site/proctor. Obtain the following information: proctors or testing center director's name, organization, and the Business Email Address for your proctor.

Step 2: You must complete a Proctor Approval Application and submit it at least two (2) weeks prior to the LPN-RN Online Entrance exam date you have chosen.

- If your proctor does not meet the required specifications, you will be notified within 7 to 10 business days. At that time, you will be required to submit a new request for a different exam proctor.

Step 3: Once approved, you will need to contact your test site/proctor to confirm the date, time, and location of your exam(s).

Students are Responsible for Providing Current, Accurate Proctor Information

1. If you need to change test sites/proctors at any time, you must complete this entire process at least 2 weeks prior to any exams that may be administered.
2. You are responsible to provide updated contact information on your exam proctor, including any change to the business email address. If your exam proctors information changes, it is your responsibility to obtain approval of a new proctor.

If you have any questions, you can contact us by email at: lpn-rndatacenter@allegany.edu