

Proctored Exam Request Requirements

A student may petition for a live proctor exam under special circumstances, such as lack of reliable Internet connection. ProctorU is always the MSOM Graduate Program's preferred method of exam proctoring – the proctored examination is strictly an option of last resort.

It is the student's responsibility to secure and get approval for a live proctor for each term where access to ProctorU is unavailable, ex: deployment.

Proctor Selection Requirements:

- A testing center proctor may be used (a fee payable by the student may be required)
- A proctor may be a training / education officer of a Military Education Center, Training Department / Human Resources Office, local library or college
- A proctor may **not** be a supervisor, friend, relative or other person with an identifiable conflict of interest
- The student will have to resubmit the examination request in the event of needing an alternate proctor
- The student is required to follow-up with the proctor to ensure they have received the exam password, exam materials, instructions from the course instructor, and schedule the exam.

Proctor Request Requirements:

- Live proctoring is strictly an option of last resort
- Proctor request form is required to be sent from the proctor, with all information requested supplied and from the proctor's official email address. Failure to comply will result in the request being rejected
- All student questions must be sent with the student's UARK email account. Any other email requests will be ignored
- Proctor requests for locations that have reliable broadband Internet service will not be permitted
- The forms must be sent via email to the student's Site Advisor at least seven days prior to the examination date, unless in the event of unforeseen circumstances. Any follow-up questions need to be answered in a prompt manner to permit the proctored examination.

Exam Proctor Requirements:

- Certify through this form the accompanying *Statement of Understanding and Integrity by Proctor* statement which details the requirements to proctor examinations
- Fill out required information, sign, scan both pages and email to Dr. Richard Ham (richardh@uark.edu) and copy the student's Site Advisor
- Respond in a timely manner to follow-up questions from the MSOM program
- *All email correspondence shall be through the **proctor's official email address.***

Contact Information:

Sharon Garner, Site Advisor msomlr@uark.edu
Marjorie Pasch, Site Advisor ua-nsam@uark.edu
Ashley Reeves, Site Advisor ayounghbl@uark.edu

Sheila Vaughen, Site Advisor msomhff@uark.edu
Mindy Hunthrop, Site Advisor hunthrop@uark.edu
Dr. Richard Ham, Associate Director richardh@uark.edu

Proctor's Initials: _____

Date: _____

Student's Initials: _____

Date: _____

Proctor Form for Term _____ Year _____ OMGT Course# _____

Instructor Name _____ Student's Site Advisor _____

Student's Name _____

Student's Phone _____ Student's UARK Email _____

Location (City/State/Country) Exam will be proctored: _____

Name of Proctor _____

Employer _____ Job Title _____

Relationship to Student _____

Company Address _____

Office Phone _____ Official Email _____

Information on proctoring requirements:

The exam(s) will be transmitted to Proctor with exam dates (timeframe), time limits of actual testing and any other restrictions. The student is responsible for coordinating the exam with the proctor.

Statement of Understanding and Integrity by Proctor:

I certify these are not available first through official email: Live proctor service, ESO, orderly room, administrative officer, or additional duty ESO/equivalent first choice.

I certify that I am senior in position rank, not a direct supervisor, and have no personal relationship with the student.

I hereby agree to proctor tests taken by the above named student. I will carefully review the instructions provided by the professor and will certify that I observed the student during testing and ensured that the integrity of the test was maintained during each exam I proctor. I will ensure that tests will be administered according to professor's requirements, i.e.: open or closed book; calculators or not; no internet windows open other than Blackboard via the official University of Arkansas web site; within allotted time; with no assistance from others, etc.

I understand that the passwords for test access will be sent to my attention via email and that I am to ensure that they are held confidential until the test is administered. I will terminate the test at the end of the specified time.

(If Blackboard access is not available due to geographic location of the student and proctor, I will scan/email or fax the exam as instructed on the email message accompanying the exam.)s

If required to use a paper exam, I will maintain the exam materials in a secure place prior to the test and then will keep a copy of the completed exam until grades are reported and confirmed. I will never return the completed test to the student. I will never ask student to assist in faxing or returning the test and understand to do so will result in the failure of the student.

Proctor's Signature: _____ Date signed _____

This completed document (2 pages) is required to be sent to Dr. Richard Ham and the student's Site Advisor via the Proctor's official email address at least seven days prior to examination. Proctor is required to respond to requests for more information, if necessary. The Site Advisor and Instructor will be copied via email upon Proctor approval.

Please note: Students must submit a new proctor form each term if needed.

(Form updated March 2018)