SUBJECT: Proctoring Services at Campuses and Centers

AAC discussed proctoring services in November (see agenda item 6.G, http://www.sdbor.edu/services/academics/AAC/documents/11-10AAC_6.G_proctoring_services.pdf). This topic was brought up because of questions about how these services are provided on the campuses and at the centers. As was noted, an informal survey of the EUC representatives showed that there are variations in how this is handled at the various locations.

As this was discussed, it appeared that some sites do not charge any students, some charge to proctor exams for non-regental students and SDSU has an established fee for all students. As a note, since these are viewed as incidental charges, campuses do have some flexibility in this arena.

It was agreed that campus policies would be reviewed and that this would be reviewed and brought back before the Council. If there is agreement, the Council may wish to develop a common approach.

RECOMMENDED ACTION

Discussion and Recommendation.
BHSU – Online Course Testing Procedures - Our goal is to provide a quiet space for testing that meets the needs of the student who are taking online courses from other universities yet are Black Hills State University Students and the test security faculty need for the integrity of their exams.

- The office of Academic Support will proctor exams for Black Hills State University students who are taking online courses from other universities at no charge. Non-Black Hills State University students who chose to use the proctoring services will be charged $15.00 an hour for the proctoring services. The student is responsible to pay the proctor fee at the time of service.

- Students MUST make an appointment directly with the Office of Academic Support for their online exam at least one week in advance from the scheduled test time. Appointments are made by calling the office of academic support at 605-642-6259. Space and staff are limited to four students at a time, and appointments will always be honored before walk-ins. It is the student’s responsibility to make sure that a proctor form has been completed and received by the instructor/university the student is taking the exam.

- Faculty email/bring/mail the exam to the Office of Academic Support. The instructor must include instructions; i.e. time allowed, closed book/note, calculator allowed, etc. and return method of the exam.

- The testing location is in the E. Y. Berry Library Room 103, yet questions should be directed to the Office located next to the Jacket Legacy Room in the Student Union or by calling 605-642-6259.


DSU – service provided at no charge
http://www.dsu.edu/disted/proctoring.aspx

NSU – Information available in NSU’s Extended Studies policies and procedures book and in the faculty handbook. Below is the text that appears in our handbook:

PROCTORING SERVICES
One component of online courses that is important per the QA Rubric is providing electronic resources and tests. However, occasionally students need a person to supervise an exam. Proctoring Services are provided at all South Dakota public universities. Each school has a form the student has to fill out so have them check on the procedures.

Mines – no charge for SDSMT students; $15/test charge for others
http://registrar.sdsmt.edu/docs/110564.pdf

SDSU - Academic Evaluation and Assessment proctors exams for SDSU special accommodations students at no cost. For a $25 per semester fee, we proctor exams:

1. For SDSU students taking classes from other institutions. Some exams are paper/pencil; other exams are given on-line. (SDSU students taking classes from DSU, USD, or other
institutions that require a proctor.) Many SDSU students find other acceptable proctors in the Brookings/SDSU Community.

2. For NON-SDSU students taking classes from other institutions, for example BYU.

http://www.sdstate.edu/aea/index.cfm

USD – service provided at no charge
http://www.usd.edu/continuing-and-distance-education/testing-services.cfm

CUC – service provided at no charge
http://www.eucpierre.com/CurrentStudents/ProctoredandCompassTesting.aspx

UC-Sioux Falls – service provided at no charge for system students; $25/test charge for all others
http://www.sduniversitycenter.org/Proctored_Testing_158.htm

UC-Rapid City (WRHEC) – service provided at no charge
http://www.bhsu.edu/Academics/RapidCityPrograms/Staff/tabid/6008/Default.aspx
Proctoring Services – BOR universities

**BHSU:** Center for Academic Success - Testing Services
E-mail: Danielle.Brady@bhsu.edu

**DSU:** Extended Programs Office
E-mail: proctor@dsu.edu

**NSU:** Office of Extended Studies – Carmen Johnson
  Carmen Johnson – Carmen.Johnson@northern.edu
  Second contact – Robert Russell – Robert.Russell@northern.edu (Williams Library)

**SDSMT:** Pat Beu
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  Rapid City, SD 57701
  (605) 394-1999
  Pat.Beu@sdsmt.edu

**SDSU:** Academic Evaluation and Assessment
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  Brookings, SD 57007-0288
  **Phone:** 605-688-4217
  **Fax:** 605.688.6548
  E-mail: Sherie.Nelson@sdstate.edu
  $25 fee/semester

**USD:** Off Campus and Distance Learning
[http://www.usd.edu/continuing-and-distance-education/testing-services.cfm](http://www.usd.edu/continuing-and-distance-education/testing-services.cfm)
E-mail: cde@usd.edu

**CUC - Pierre:**
  Name: Aletha Scott
  Address: 925 E Sioux Ave.
  Phone: 773-2160
  Email: sdsu.cuc@sdstate.edu

**University Center:** Testing and Resource Center
[http://sduniversitycenter.org/content_158.htm140](http://sduniversitycenter.org/content_158.htm140)
**Test Proctor Name:** Testing Center @ University Center
**Institution:** University Center
**Address:** 2205 N Career Ave.
**Phone:** (605) 367-5989
**Fax:** (605) 782-3212
E-mail: testingcenter@sduniversitycenter.org
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