



Rockfield College of Management

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CHECKLIST FOR PROCTOR POLICY (EXAMINATION PROCTOR)

The procedures for nominating Examination Proctor outline in this checklist will guides students when looking for acceptable Proctor to supervise RCM examination or tests to be attended by students

Final examinations are to be administered to you by an approved proctor on a date that is mutually convenient. The student is responsible for selecting a qualified proctor that must be approved by the University. Your proctor must be a responsible and reputable third party. RCM reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval.

THE FOLLOWING MAY SERVE AS PROCTORS:

- Supervisors (Must be of higher position or rank than student.)
- University/College Testing Center, Private Testing Center, Office of RCM Representative, Base Testing Office
- Embassy Education Office
- School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
- Human Resource Manager, Training Director/Officer
- Minister, Priest, or Rabbi of an established church, temple, mosque, or synagogue

UNACCEPTABLE PROCTORS INCLUDE:

Assistant, tutor, neighbor, relative, friend, RCM student, or anyone with a conflict of interest; The individual you select to serve as your proctor must have no vested interest in your performance in the examination and test

Falsifying proctor information or not following proctor testing procedures will result in failure of the examination and may be cause for termination from the university.

PROCTOR APPROVAL AND EXAMINATION PROCEDURE

- Students must only have an individual proctor approved once. Students may have up to three approved proctors. The approved proctor's information will remain on file for the student and the student may use the proctor until one of the following occurs:
 - The student or proctor cancels the proctor agreement.
 - RCM disapproves or cancels the proctor agreement.
- Students must provide the desired proctor with the Final Examination Proctor Policy and RCM Proctor Agreement. The Proctor will complete and submit the agreement to RCM. Students and Proctors may assume the Proctor is approved unless otherwise notified by RCM. If the proctor has already submitted an agreement to proctor for another RCM student, no additional agreement is needed.

- Students should allow time for the proctor to return the agreement to RCM and for processing before submitting the first/next "Request to Take Proctored Final Examination."
- Once an approved Proctor(s) is listed on the Student's record, the student only needs to submit the "Request to Take Proctored Final Examination Form" in which the pre-approved Proctor is listed. RCM will process the request and send the final exam or online final exam instructions to the identified pre-approved Proctor.

PROCTOR RESPONSIBILITIES

- Provide the student with a private area conducive to testing. If the exam is to be taken and submitted online, provide the student with access to a computer with Internet access.
- Check student photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other information beyond the course textbook and a calculator (unless otherwise specified in exam instructions).
- Time the exam and stop the examinee when time has been expended. Four hours is allowed for the exam unless otherwise specified in exam instructions.
- Keep the exam secure and only allow the student to access the exam in your presence. If the exam is online, keep the exam password secure.
- Keep a secure copy of the student's exam answers for 30 days in the event it is not properly received by RCM.
- If the exam is to be submitted by mail, mail the exam within 24 hours of completion to RCM in a postage-paid envelope provided by the student.
- If an exam cannot be administered within 21 days after receipt from RCM, destroy the exam and notify RCM.
- If a fee is charged for exam proctoring, request payment from the student at the time of testing. RCM will not pay proctor fees.

RCM PROCTOR APPROVAL FORM

Thank you for your willingness to serve as a proctor for a RCM student. Please review the Examination Proctor Policy provided with this form. If you meet the qualifications and willing to assume the responsibilities, **please sign and submit this Proctor Approval Form to RCM by email or fax: 0041-43-811-4628**. Should you have questions before, during, or after the examination, please call 0041-43-811-4626 or e-mail Student Services. This form is designed to be completed (type in the fields) within Microsoft Word. Once completed, you may then print sign, fax or email to RCM Administration Office

STUDENT INFORMATION					
Last Name		First		Student ID	
Phone		Email			
PROCTOR INFORMATION					
<input type="checkbox"/> Check this box if you intend to proctor for other RCM students than the one listed above. You will not need to complete an additional Proctor Agreement.					
Last Name		First		Middle Initial	
Title				If active military, indicate rank	
Degree Earned			School Name		
Employer					
Business Address					
	City		State	Zip	
Email			Work Phone	() -	
Relationship to Student					
PROCTOR QUALIFICATIONS					
<p>Acceptable Proctors</p> <ul style="list-style-type: none"> Supervisors (Must be at higher position or rank than student.) University/College Testing Center, Private Testing Center, Office of RCM Representative, Base Testing Office School Principal, Vice Principal, Full-time Librarian, Teacher, or School Counselor College Professor, Dean, or Director / Human Resource Manager, Training Director/Officer Minister, Priest, or Rabbi of an established church, temple, mosque, or synagogue <p>Unacceptable Proctors</p> <ul style="list-style-type: none"> Assistant, tutor, neighbor, relative, friend, RCM student, or anyone with a conflict of interest. The individual you select to serve as your proctor must have no vested interest in your performance in the examination and test 					
PROCTOR CERTIFICATION					
<i>The proctor must provide a business card verifying his/her qualifications. (Please attach here.) A letter from your employer may be substituted for the business card if one is not available. This request will not be considered without the required support documentation.</i>					
<p>I hereby certify I meet the requirements of an RCM proctor. As an Authorized Examination Proctor (AEP), I agree to adhere to those responsibilities and procedures outlined in the RCM Examination Proctor Policy when administering Final Exams. Most importantly, by my signature below I attest that I will only allow the student to access his/her exam in my presence and that I will remain in proximity during the taking of this exam. I will close student access to the exam at the end of the four hours allotted. I also agree that RCM may contact me for verification purposes and I grant permission for RCM to verify my credentials.</p>					
Proctor Signature				Date	