## Aiken Technical College
### Procedure

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<th>PROC cTED FINAL EXAMS</th>
<th>Procedure Number: 4-4-113.1</th>
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<td>Institutional Authority:</td>
<td>Vice President of Education and Training</td>
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<td>Governing ATC Policy:</td>
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Approved: [Signatures]

President | Vice President of Education and Training

Date Adopted: 08/16/2010

Date Revised:

### Disclaimer

Pursuant to Section 41-1-110 of the Code of Laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency.

### I. Purpose

Aiken Technical College (ATC) requires a proctored face-to-face final exam for students enrolled in online courses for academic credit. A proctored exam is one where the student is monitored by an approved individual during the testing period. The proctor is used to verify the identity of the student taking the exam and to ensure that specified testing procedures are followed.

### II. Proctored Testing Options

Students must take their final exam in one of the following ways. In both cases, the student must present an ATC ID or other government-issued photo identification to the proctor prior to the exam.

1. **Proctored Exam on the ATC Campus.** Students living within 60 miles of ATC must take the proctored exam on campus. Alternative arrangements may be made at the instructor’s discretion and must be approved by the instructor. Students living within 60 miles of ATC who cannot take the scheduled face-to-
face exam may elect to take the final exam at the ATC Testing Center but will pay the applicable test proctor fee.

2. **Proctored Exam at an Off-Campus Location.** Students living more than 60 miles from the main campus of ATC may elect to take proctored exams with a college-approved proctor. For students residing in South Carolina, students must utilize the testing center at the nearest college in the South Carolina Technical College System. If residing outside of the state, the student is responsible for obtaining approval of a proctoring site a minimum of three weeks prior to the final exam. A *Proctor Site Approval Form* may be obtained from the course instructor. It is the responsibility of the student to make and confirm arrangements for, and administration of, the exam(s) directly with the proctoring site. **The student is also responsible for any fees incurred in the use of a proctoring site.**

**III. Proctor Approval and Verification Procedure**

The ATC Testing Center must pre-approve off-campus proctor sites for students residing outside of South Carolina. A current listing of approved off-campus testing sites is available through the Test Center. For new site approval students should submit the Proctor Site Approval Form to the ATC Testing Center at least three weeks prior to the exam.

**IV. Procedures for Faculty Teaching Online Courses**

The following procedure should be followed for administration of proctored exams.

1. The requirements of a proctored final exam should be specified in the course syllabus and within the online course materials accessible to the students. Instructions should be provided to students regarding the need and timeline associated with identification of an off-campus proctor, as appropriate. The syllabus should also specify the consequences of failure to take the proctored final exam. Students should be notified at the beginning of the semester as to the time, date, and location of the exam.

2. The course instructor will serve as exam proctor for the on-campus exam. In cases where the course instructor is unable to proctor the exam (e.g., the instructor resides out-of-state), the ATC Testing Center will arrange for a proctor at the Dean’s request.

3. For off-campus proctored testing, the instructor must complete the necessary paperwork for the approved testing site at least two (2) weeks prior to the exam.

4. At least two (2) weeks prior to the exam, the instructor will notify all students taking an off-campus proctored exam of the dates during which the exam must be completed. The students will be informed that they should contact their approved proctor to schedule a day and time for the exam.
V. Procedures for Students

Before the end of the Add/Drop period, the student must notify the instructor regarding his/her desired arrangements for proctored exams for the course: on-campus testing versus off-campus proctor. Students residing in the state of South Carolina must use the nearest technical college that is a part of the South Carolina Technical College System. For students using an off-campus, out-of-state proctor site:

1. At least three (3) weeks prior to the first proctored exam, the student must identify a proctor and have the proctor complete a Proctor Site Approval Form. This form will be available to the student from the instructor or from the ATC Distance Learning web site.
2. The student must contact the external proctor prior to a scheduled exam to arrange for a date/time for the exam.
3. The student is responsible for taking the exam on the scheduled date/time and for any costs associated with the use of the external proctor.

Students with disabilities may work with Student Services to make special testing arrangements. Students with disabilities must have a documented disability and be registered with Student Services to obtain any type of disability accommodation. For off-campus testing, the student will be responsible for identifying a proctor that can accommodate their special testing needs. The student may consult Student Services or their instructor for assistance in this regard.