

WGTC – School of Distance Learning

360 Online Proctoring/Fees

The registration and tuition process for online classes is the same as that for traditional classes except the following:

- All online classes are accessible to the students one day earlier to the start of class.
- Online students may have to pay a fee in case proctored examinations are required and the student cannot schedule the test at one of the WGTC campuses.
- 360 Proctor Online requires a webcam (please check online course syllabi for the specifics).

What is a “proctored exam”?

A proctored exam is a test that requires the student to be overseen/supervised by an individual (called a proctor) who is approved by the WGTC School of Distance Learning. The proctor ensures the security and integrity of the exam process.

How do I know if I need a proctored exam?

You must check your syllabus as soon as you have access to your online course room. The need to take the proctored exam & exam dates should be listed on the course syllabus and/or course calendar. If the information is not clear, then contact (email) your instructor immediately for an answer.

Proctored exam options:

At WGTC, you have three (3) choices to complete the exams:

- 1- Come to any WGTC library.
 - 2- Use 360 Proctor Online (when applicable and you have a webcam and system requirements).
 - 3- Find an approved proctor.
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- 1- **Come to any WGTC library-** You must contact the librarian at your preferred location during the dates and times identified by your instructor. There is no fee for this service.
 - 2- **Use 360 Proctor Online-** this allows you to complete the online exam using a webcam (please check for the specifics) as long as you have the system requirements. With a computer and webcam you can take the proctored test anywhere you have internet access. The 360 proctor monitors the student’s computer while he/she completes the exam and the session is recorded for documentation. (Please watch the tutorial accessible in your online course room.)
 - 3- **Find an approved proctor-** you must find an approved proctor within the first two weeks of the term and complete the proctored application form available in your online course room (check with your instructor). You must comply with any payment schedule that may be required by your approved proctor and/or testing center. You must schedule your exam date and time with the proctor in advance of the testing schedule provided by your online instructor.

Failure on the part of the student to assume the responsibilities outlined above will be a matter to resolve with the instructor and could result in a failing grade on the exam.

Who can serve as an approved proctor?

- An educator or a librarian at any college, university and/or educational setting
- A Librarian at a public library
- An officer of higher rank than of the student, if military
- A staff member at a college or university testing center

A proctor must have Internet access for the student and a printer, scanner, and/or fax machine if necessary. You may be charged a fee by the proctor/proctor site.

How do I schedule my proctored exam/s?

- Check your online course room for all exam dates and times as soon as you have access to the course.
- Contact your approved proctor with the schedule and pay fees (if any) in advance to the exam date.
- Schedule your exam within the testing window outlined by your instructor.

What are the proctor's responsibilities?

- The proctor must ensure that all necessary technology is available and working.
- Only the proctor must handle the exam prior to and following the completion.
- No copies of the exam are to be made at anytime.
- The proctor must follow the instructions provided by the instructor.
- If the exam is paper-pen based, the proctor must prepare it (and any relevant materials) for return by sealing it in an envelope provided by the faculty; immediately after the student completes it.