

Examination Policy
Northeastern University- College of Engineering
January 10, 2020

Exam Administration & Proctoring

Students enrolled in video streaming sections of courses may take exams on-campus if an on-campus exam location is available (e.g., if there is a corresponding face-to-face section or the instructor arranges for an on-campus exam). In cases where a student is unable to travel to campus for exams, the student must make arrangements for an exam proctor. The Graduate School of Engineering reserves the right to reject any proctor application.

Exam proctoring is administered using a proctor or proctoring service. The instructor for each class in conjunction with the Graduate School of Engineering will make the decision on what mechanism(s) will be used for each class.

Notes:

1. Students should check with the course instructor on what proctor options are available and then following the instructions that apply.
2. The Student must submit a Proctor Application form.

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Proctoring Exams

Students must make arrangements for a proctor. Proctors must be pre-approved (at least two weeks prior to the first exam). If a student is unsure of any exam dates, they should submit a proctor form by the drop deadline for the semester. Students are required to complete and submit a Proctor Approval form and the Student must email the completed application form to Michael J Johnson mic.johnson@northeastern.edu. The same proctor should be used for every examination, where possible.

Proctor Approval Instructions- For the Student

Proctor Approval Form:

https://coe.northeastern.edu/wpcontent/uploads/pdfs/coe/gse/proctor_form.pdf

Students may use the following resources and requirements to secure a proctor:

1. The *Consortium of College Testing Centers*, an official testing center at another institution of higher education, or a formal learning/tutoring center such as *Sylvan Learning Centers*. The student is responsible for any and all associated fees.
2. A student may also submit a proctor application identifying an impartial individual.
3. Acceptable proctors include direct supervisors, HR or training representatives at the student's place of employment, faculty or administrative staff at another institution of higher education, certified librarians, Northeastern University TAs with the approval of the professor, and armed

forces education office

4. Proctors cannot be another student, co-worker, relative, friend, neighbor, subordinate, or any other individual with a personal relationship to the student.
5. All proctors must have a business email address.
6. Proctor applications must be emailed to the Online Program Specialist, Michael Johnson (mic.johnson@northeastern.edu) two weeks before the date of the exam that is to be proctored.
7. After submitting the proctor form, the student will receive email confirmation that the form has been received. A second email will be sent to the proctor and the student once the proctor has been approved. It is the student's responsibility to contact the Online Program Specialist if they do not receive one or both email confirmations at least two weeks prior to the first exam.

Proctor Responsibilities

The proctor is responsible for administering exams to the students per the instructor's directions and in accordance with the Academic Honesty and Integrity Policy in order to maintain the security and integrity of the exam process. They will assure that the student:

1. Has an appropriate, quiet location to take the exam
2. Receives the exam and instructions from the instructor and maintains exam security and integrity
3. Monitors the student during the exam time and ensure compliance with the Academic Honesty and Integrity Policy
4. Collects the exam from the student at the end of the allotted time
5. Returns the exam per the instructions provided

Coordination between Faculty and Proctor

To administer each exam, the instructor will make arrangements for the exchange of exam materials with the testing coordinator or live proctor.