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.

Proctoring is administered using a proctor or a 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. The Graduate School of Engineering reserves the right to reject any proctor application.

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:

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
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.

Special Request
It is our goal to support the mission of the COE and those of the individual departments. We will review each special request based on this criterion:

1. Review each request to determine if request meets COE mission and will be aligned to the goals and purpose of the College.
2. If possible, submit requests before start of semester for staffing availability
3. At least a week in advance to verify staffing availability
4. Identify location of video placement (YouTube or Blackboard)
5. Video will post within 24 hours of recording
6. Our first priority is the Online commitments and requests will be subject to staffing availability
7. All requests are to be submitted to Michael Johnson at mic.johnson@northeastern.edu