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## NOVA Online Proctor Request Instructions

**Thank you for choosing Northern Virginia Community College (NOVA) online courses! Please read the information below and accurately complete the proctor request form to take exams.**

### Who needs a proctor?

- Students taking online courses at NOVA who reside **outside** the Northern Virginia/Washington, DC metropolitan area are required to take proctored exams either at another college or university testing center, or through our online proctoring service, ProctorU, *if it is available in your course*. If you choose a college/university near you to test, please submit the proctor request form for approval.
- If you reside in the Northern Virginia/Washington, DC metropolitan area, you are required to take your proctored exams at one of NOVA's testing centers, or to use our online proctoring service, ProctorU, *if it is available in your course*. You do not need to submit a proctor request.
- Active duty and deployed service members may request proctoring through a military education or test control officer.
- Students needing an accommodation based on a disability that prevents them from traveling to a college testing center should contact NOVA Online for help in identifying an appropriate proctor.
- Students with documented mitigating circumstances may request an individual proctor, subject to NOVA Online verification and approval.

Proctors will not be approved based solely on student preference. ***NOVA Online reserves the right to reject requests or proctors for any reason.***

\*Students are responsible for transportation, childcare, and work schedule adjustments needed to meet exam deadlines. Students are also responsible for any costs associated with proctoring services.

### How long does proctor approval take?

Please allow up to 5 business days for processing of a proctor request.

- All proctor requests must be verified.
- Delays in submitting your request and delays in response to the verification process with your proctor may result in missed exams and grade penalties.

### What if I have questions?

If you have questions, or to check the status of a request, call (703) 323-3347 or 1-888-435-6822 or email [onlinecoursespecialists@nvcc.edu](mailto:onlinecoursespecialists@nvcc.edu).

### Where should I take my exam?

- *Northern Virginia/Washington DC metropolitan area residents:* you are required to take your exam at a NOVA testing center or to use our online proctoring service, ProctorU, *if it is available in your course.*
- *Other Virginia residents:* You may take your exams at any Virginia Community College testing center, via our online proctoring service, ProctorU, *if it is available in your course,* or at the testing center of another Virginia college/university at which you are a student (submit a proctor request for approval). Use the *College Locator* feature on the Virginia Community College System (VCCS) website to find a college near you. <http://www.vccs.edu/>.
- *Students in other states:* You may take your exams at a college/university testing center near you (submit a proctor request for approval), or via our online proctoring service, ProctorU, *if it is available in your course.*

### Proctor requirements:

- Must be a testing center at an accredited college or university.
- In documented mitigating circumstances, a full-time faculty member at an accredited college or university may be eligible, provided we can verify their employment status and exams are taken at a college or university office with a computer provided by the test proctor.
- Active Duty and deployed military personnel may submit a proctor request for an approved military educational or test control officer.
- Proctors **cannot** be a family member, employer, friend, co-worker, or someone with whom the student has any personal relationship.
- Proctors also **cannot** be an adjunct faculty member, teaching assistant, athletic coach, or student worker.
- Exams **may not** be proctored at the home of the student or proctor, or using a personal computer provided by the student.

### Students Needing Accommodations

Students needing an accommodation based on a disability should contact NOVA Online for help in identifying an appropriate proctor.

\*\*Students requesting a testing accommodation **must have** a memorandum on file with the NOVA Office of Disability Services prior to taking exams. Accommodations are not retroactive and will not be granted without following the process as outlined by the Office of Disability Services. Accommodations must relate to online courses.

\*\*Students who are temporarily bedridden due to illness or injury may provide a doctor's note directly to NOVA Online to discuss appropriate proctor accommodations.

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### **Address verification**

If you have a Virginia address and are requesting a proctor outside of Virginia or the United States, you will be subject to address verification and domicile review.

Also, any student requesting an exam to be sent to a different region, state, or country that does not align with the address listed in the student information system will be subject to address verification and must provide documentation to support their request.

### **How are approvals communicated?**

For all approved requests, **exams will be emailed or mailed to the proctor** and **students will receive an email confirmation** at their student email address (@email.vccs.edu).

## **Directions**

**STUDENTS** - **Complete Section 1** on the following page and give the form to the college or university testing center, military educational or test control officer or your individual proctor (*if you have a documented mitigating circumstance*).

**PROCTORS** - **Complete Section 2** and prepare a letter on your institutional letterhead with the following statement:

“I agree to serve as proctor for (*student’s name*). The exam(s) will be proctored at (*insert location*) using a computer provided by my office (*or testing center*). I have no personal or professional affiliation with the student and understand that I may not make any alterations to the exam instructions I am provided for this student. I certify that the information I provided on the Proctor Request Form is correct.”

\*Submit the statement on institutional letterhead, with an original signature, your professional contact information, and date.

Keep this page for your reference. Continue to proctor request form on page 4.

*Submit pages 4 and 5 for processing of your request.*

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## NOVA Online Proctor Request Form

### SECTION 1: STUDENT AND COURSE INFORMATION

My reason for requesting a proctor is (please check one):

I am located outside the Northern Virginia/Washington Metropolitan area.

I am active duty military or deployed and unable to travel to campus.

I have a disability or illness which prevents me from traveling to campus.

(Please review guidelines listed under *Students Needing Accommodations* instructions.)

Student EMPLID: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Courses to be proctored:

\_\_\_\_\_

Is this the first time you have requested proctored exams through NOVA Online?

Yes  No

VCCS Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best time to reach you: \_\_\_\_\_

### Academic Integrity Statement:

By submitting this form, I attest that all proctor information contained on this form is correct and conforms to the guidelines set forth by the College. I understand that any deliberate misstatement of fact may result in referral to the Student Conduct Process and a grade of "F" being assigned for any and all courses—past and present—in which examinations were taken under such misstatement.

Your signature: \_\_\_\_\_

*(original signature required – typed signatures will not be accepted)*

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**SECTION 2: PROCTOR INFORMATION**

Proctor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Work phone: \_\_\_\_\_ Work email: \_\_\_\_\_

*(Exams will not be sent to personal email addresses such as yahoo and hotmail.)*

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country if not in United States: \_\_\_\_\_

Location where exams will be proctored if different than work address:  
\_\_\_\_\_**SEND THIS COMPLETED FORM, THE PROCTOR'S STATEMENT ON LETTERHEAD, AND MEDICAL DOCUMENTATION IF APPROPRIATE.****Submission of completed requests:**To submit via fax: **703-323-3392**To submit via email: [onlinecoursespecialists@nvcc.edu](mailto:onlinecoursespecialists@nvcc.edu)*(Submissions via email should be scanned and emailed with the appropriate original signatures.)*