** University of Louisiana at Monroe**

***Master of Occupational Therapy Program (MOT)***

**POLICY & PROCEDURES ON EXAM PROCTORS**

Student-chosen proctors will be used in the ULM MOT Program to maximize class didactic time and preserve academic integrity. Exams that are taken online/off-campus must be monitored by a proctor chosen by the student and approved by the ULM MOT Program. The proctor system is an integral part of the academic process and is critical to academic integrity. ANY violations of the proctor agreement or process will be considered a flagrant violation of ULM MOT policies and the student will be subject to disciplinary action, which may include receiving a grade of zero on the exam and/or dismissal from the program.

**Process for Proctored Exams:**

1. Find **two** appropriate proctors within the first week of the semester. One will serve as primary proctor and the other as a substitute, if the primary proctor is unavailable at test time. (See below for information on selecting approved proctors or getting approval for proctor candidates.)
2. Provide the proctor with the **ULM MOT Proctor Responsibilities**.
3. Complete and submit the documents required for the **Proctor Approval Application (see below)**.
4. Follow-up with program director to determine if proctors have been approved.
5. Provide your exam schedule to your approved proctors.
6. The student is responsible for any fees that proctors may charge for their services.
7. Schedule your exam date and time with the proctor well in advance of the testing window provided by your instructor. Some proctors may require a photo ID card to take the test. Be prepared to bring this to the test.
8. Proctors will be emailed a password for the test prior to the beginning of the test window.
9. Take your exam within the timeframe outlined in your course syllabus.

**The ULM MOT program prefers that the proctors be a librarian or an educator.** The individuals you submit must be willing to meet with you to supervise your exam taking (he or she must be present for the entire examination) and be willing to communicate these details to the designated university personnel. Please discuss this with your potential proctors before you submit the completed proctor approval request forms.

Exams MUST be taken in an appropriate setting (i.e. private space in a library or classroom); exams may NOT be taken in the student’s home. In addition, the following conditions have to be met for approval.

***THE PROCTOR CANNOT***:

* Be related to the student *in any way.*
* Be the student’s spouse or significant other.
* Be the student’s employee or be supervised by the student.
* Be co-workers who are not employers or supervisors.
* Live with the student.
* Be friends with whom you have a personal relationship outside of school or business.
* Be an Occupational Therapy Assistant.

***ELIGIBLE PROCTOR CANDIDATES MAY INCLUDE, BUT ARE NOT LIMITED TO:***

* Member of the teaching faculty or educational administrator of an educational institution.
* Staff member at a local college/professional testing center.
* School or public librarian.
* School guidance counselor or counseling staff.
* School superintendent, principal, vice principal or other administrator.
* Corporate educational/training officer.

**All proctor applications must include:**

* **Student Integrity Statement** – completed and signed by student
* **Proctor Agreement Form** – completed by proctor
* A large, clear copy of proctor’s **driver’s license** – at least ½ page
* Proctor’s **CV or Resume**