



## Expectations and Instructions for Proctoring Computer-Based Exams for Austin Community College Distance Learning

### Proctor Responsibilities:

- The proctor will provide the student with the information to complete Part I of the Distance Testing Request & Transmittal Form, and notify the student of any fees or special requirements necessary for completion of the exams.
- The proctor may be required to provide Distance Learning with a confirmation (on official letterhead stationery or email from the institution's domain) of testing services for the student.
- The proctor will provide the student with any supplemental materials authorized for the exams, as indicated on the Distance Testing Request & Transmittal Form (if not provided by the instructor or Distance Learning).
- The proctor will enter the Blackboard exam password provided below by ACC Distance Learning for the appropriate exam.
- Student should be monitored during exam to inhibit accessing of other materials on Internet.
- No text messaging or phone calls should be allowed during exam.

### Passwords:

Exam 1: \_\_\_\_\_ Exam 2: \_\_\_\_\_

Exam 3: \_\_\_\_\_ Exam 4: \_\_\_\_\_

Exam 5: \_\_\_\_\_ Exam 6: \_\_\_\_\_

Exam 7: \_\_\_\_\_ Exam 8: \_\_\_\_\_

### Supplemental Instructions:

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