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## Physical Therapist Assistant Program

Dear Proctor,

Thank you for agreeing to proctor exams for Lake Superior College! You will find below a series of instructions regarding exam administration. If you have any questions, comments, or concerns regarding this process, please contact Aaron Hawley at 218-733-7624 ([a.hawley@lsc.edu](mailto:a.hawley@lsc.edu)), or Jane Worley at 218-733-7632/ ([j.worley@lsc.edu](mailto:j.worley@lsc.edu)).

If you are unable to provide the level of exam security noted in the instructions below, please let the student know ASAP so they can seek another option for proctoring.

## GENERAL INFORMATION AND INSTRUCTIONS

For each course, the students must make arrangements with you to take the required tests, each of which has a specific window of time to be completed.

If you are able to meet the requirements listed below, you will complete the Proctor Authorization Form and return it to the course instructor at Lake Superior College. **The Proctor Authorization Form must be completed and returned to the course instructor at LSC at least two weeks prior to the date of the exam.**

**\*Also, since many of the students will be taking more than one proctored exam, please make sure the student has completed the bottom portion of this form, indicating the time and date for each course exam that they will be taking.**

The requirements for proctored exams include:

- Students may not use their personal computers to take exams.
- Exams may not be proctored at the student's or proctor's home.
- Student identity must be verified prior to the exam by showing either a Lake Superior College ID card, a state-issued Driver's License, or other federal ID card. All ID cards must include a clear photograph of the student.
- Students must be supervised the entire time they are taking the test to ensure that academic honesty is preserved. The proctor must be physically present and able to see the student's computer screen at all times. The use of textbooks, notes, cell phones, pagers, iPods, Smartphones, surfing the internet, etc. is NOT permitted by the student at any time while the

test in progress. **Unless specifically stated otherwise, please assume that all tests are closed book with no other resources or materials allowed. Most exams are 1-5 hours in length plus a 15-minute break.**

- Multiple-hour exams must be completed in one sitting, without interruption, except for one 15-minute break after the first 100 questions. Please be sure that the student does not leave the testing site with any notes or answers, and does not access **any** resources or use electronic devices during the break.
- Students must complete the tests on their own with no assistance from others. Please do not try to interpret or explain test questions or answers to the student.
- **Students may not print, preview, e-mail, or save any of the tests or test items.**
- Students may not discuss test items or test content with any other person.
- If there are any technical problems during the test that cannot be resolved, please contact the faculty member listed above, and arrangements will be made to resolve the issue.
- **Any report of improper test-taking behavior, cheating, discussing tests, etc. will result in a failing grade and immediate dismissal from the class.**

## **ONLINE EXAM ADMINISTRATION – PTA 2780 and PTA 2840**

1. Have the student log in to the exam website ( <http://www.scorebuilders.com> ) and click on “Online Advantage Login.”
2. As the proctor, you will be asked to enter the exam login and password you obtained from the course instructor. (Note: The password will be sent to all proctors approximately one week before the testing period begins. If you have not received the password a few days before the test is scheduled, please contact the course instructor, Jane Worley ([j.worley@lsc.edu](mailto:j.worley@lsc.edu)) or Aaron Hawley ([a.hawley@lsc.edu](mailto:a.hawley@lsc.edu)). **The student will not and should not have access to the exam password.**
3. When the student is ready to begin the exam, enter the password (passwords are case sensitive) and follow prompts. An exam timer should engage.
4. Be sure the student understands that they must click “save” to store exam answers.
5. Once the student has completed the exam, have the student submit the finished exam for grading. The exam score may or may not be visible to the student upon completion.
6. The student should e-mail the course instructor to let them know they have completed the exam.
7. On the exam day, the student will bring a “Proctor Verification Form” and will fill out the top half. **The proctor should complete the bottom half of the form once the exam is finished and return it to the college per instructions on the form.** The most common method proctors have used to return this completed form is by scanning it and emailing it to the course instructor.

## ONLINE EXAM ADMINISTRATION – PTA 2680, PTA 2682, and some exams for PTA 2840

1. Have the student log in to the LSC E-Campus web site.
2. As the proctor, you will be asked to enter the exam password you obtained from the course instructor. (Note: The password will be sent to all proctors approximately one week before the testing period begins. If you have not received the password 2-3 days before the test is scheduled, please contact the course instructor, Aaron Hawley ([a.hawley@lsc.edu](mailto:a.hawley@lsc.edu)), or Jane Worley ([j.worley@lsc.edu](mailto:j.worley@lsc.edu)). **The student will not and should not have access to the exam password.**
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Jane Worley, PT, MS

Physical Therapist Assistant Program Director

Lake Superior College