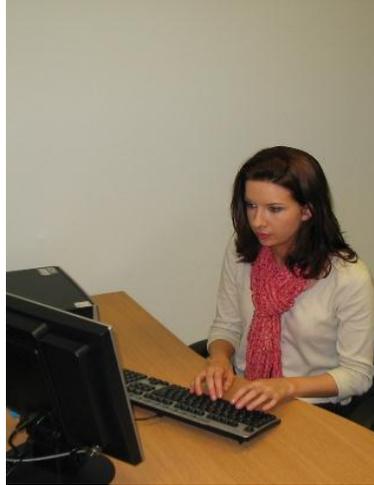


Lake Superior College Physical Therapist Assistant Program

Information for PTA students about PROCTORED EXAMS



What is a proctored exam?

This type of exam is taken under the supervision of an authorized exam proctor, who monitors the student during the exam. The exam is taken at an official site (for this class, the site will most likely be a college or university, or an education center on a military base). Proctored exams cannot be taken at home, or with your own computer. The proctor assures that the student does not use any unauthorized resources during the exam and completes the exam in the specified timeframe.

During PTA program courses, you are required to take **a final exam which must be taken on the LSC campus at the designated time OR through a proctor**. Please note that proctoring requirements for non-PTA courses (i.e., Human Anatomy/Physiology, etc.) may vary.

STUDENT RESPONSIBILITIES

Students who are not able to take the exam on the LSC campus at the designated time are required to set up the appropriate proctoring arrangements. The exam proctor should be verified and the appropriate paperwork complete at least TWO WEEKS prior to the date of the exam (longer timelines may be in place – check with your course instructor).

1. Locate the proctoring site (college, university, military base education center) that is closest or most convenient.
2. Contact the site (by phone or by website) and connect with the “proctoring coordinator” (most colleges and military base education centers have someone who serves in this role as part of their job; it is the student’s responsibility to find one that does). Provide the proposed proctor with the “Instructions for Proctors for PTA Program Students” document and the “Proctor Authorization

Form.” (Both are available on the program web site, and likely also on the course webpage). The proctor must sign and return the Proctor Authorization Form to the course instructor.

In Minnesota, contacts for proctoring services can be found at the following MNSCU website:

<http://www.mnscu.edu/online/proctoring.html>

3. Set up the test date and time (**must be approved in advance by the course instructor). The final (comprehensive) exam for PTA 2840 must be taken the same day and time as that given on the LSC campus (this does not apply to students in the PTA Military Bridge program.)
4. Make sure the proctor has the course instructor’s contact information so the appropriate login information/password can be sent on the day of the exam. Without the password, you won't be able to access the test.
5. Bring the appropriate identification to the exam. Appropriate identification includes your LSC identification card, your driver’s license or valid federal identification card. Photo ID is required.
6. Bring the “Proctor Verification Form for Day of Exam” form to the exam. Complete your portion and sign it (your test results are not valid unless you do so) and remind the proctor to sign the form AFTER the test and send/email/fax it back to the course instructor.

SUGGESTIONS:

1. Start making testing arrangements at least 4-6 weeks in advance of the final exam.
2. Past students have sometimes experienced noisy testing environments during proctored exams. If this will be a problem for you, be sure to verify with the proctor that the testing area will be quiet. If a quiet testing site isn’t guaranteed, consider looking for another option or wearing ear plugs during the exam (headphones are not allowed).