

STUDENT PROCTORING GUIDELINES FOR MATC ONLINE COURSES

If you would like proctoring services from the Teaching & Learning Center (TLC), then these policies and guidelines must be met. **The Proctor Agreement Form records the credentials of prospective proctors. Therefore, it is not required that members of the TLC staff complete this form for Manhattan Tech online courses.**

This service is designed to assist you. We want to be able to meet all of your proctor needs for both online and face-to-face classes. Our goal is to help you have the best possible experience. Please assist the TLC with scheduling, space, and proctor availability by adhering to these policies and guidelines.

You can now schedule online!

[Schedule your exams.](#)

***Note:** Please contact us by email at TLC@manhattantech.edu or by calling (785) 320-4584 if:

- You have any questions about how to schedule.
- You have any questions regarding our guidelines and policies.

Hours of Operation: Monday - 7:30am to 6:00pm
Tuesday - 7:30am to 6:00pm
Wednesday - 7:30am to 6:00pm
Thursday - 7:30am to 6:00pm
Friday - 8:00am to 5:00pm

***NOTE:** These hours do not constitute when proctors are available.

TLC Contact Information

Email: TLC@manhattantech.edu (preferred)

Phone: 785.320.4584 or 785.320.4519*

***Note: While testing or proctoring, we may not answer phone calls. Please email.**

Location: Teaching & Learning Center

TLC Coordinator: Darren S. Ortega

A proctor session includes, but is not limited to, exams, quizzes, and assignments. Events that are to be proctored are done so at the request of the course instructor only.

The TLC proctors follow all instructor guidelines. **The TLC will not proctor any event without prior approval from the course instructor. The TLC reserves the right to deny service to any student who does not follow these policies and guidelines.**

Student Proctoring Policies:

1. Proctoring will occur during designated proctoring hours. Each session will be scheduled 12-24 hours in advance. Appointments may be set up for a complete semester.
2. Scheduling should be done online [HERE](#).

3. We are aware situations arise that may make scheduling difficult. If this is the case, contact the TLC at TLC@manhattantech.edu.
4. Students will provide valid photo ID for all proctoring sessions. A Manhattan Tech student ID or driver's license are preferred methods. (If you are a current student and do not have a student ID, then Student Services can provide one.)
5. If a photo ID cannot be provided at the time of the proctoring session, then NO exams will be administered. Only the TLC Coordinator will approve exceptions to the policy.
6. All students participating in a proctor session must sign in to the Accudemia system. TLC staff can assist.
7. Student cell phones will remain off during all proctor sessions. Cell phones and all other electronic devices will be locked in secure lockers during test sessions. If the student fails to comply, the proctor session will be terminated.
8. Only materials allowed on the exam/quiz/assignment are allowed in the Achievement Center testing center.
9. The TLC proctors will follow all exam/quiz/assignment guidelines set by the course instructor. Students will be expected to follow the same guidelines.
10. The TLC proctor will repeat all instructor guidelines to the students and verify they understand.
11. Failure of the student to comply with set guidelines will result in the immediate termination of the proctor session.
12. All proctor sessions for exams/quizzes/assignments will be completed in a single sitting.
13. Proctors will not address questions regarding content on any exam/quiz/assignment.
14. Once a proctor session is complete, students should sign out of the Accudemia system.