**GIVING THE PROCTORED EXAM – TERM 2 REVISION**

**IMPORTANT CHANGE:** Beginning in Term 2, the eCampus proctor form database will automatically send exam information to all approved proctors. Undergraduate instructors are no longer required to send this information.

This automatic system is based on the information you submit to eCampus using the exam information form. The information on your form is the information that is sent directly to proctors. **If you change your exam dates or password, you MUST resubmit this information form.** Otherwise, all your students’ proctors will have incorrect information, which results in cancelled proctor appointments, frustrated students, and wasted time. **Always resubmit your exam information form with any changes!**

In addition, eCampus will still provide you with two proctor lists one week and one day before your proctored exam opens, just so you aware of your students’ proctor status.

Below are instructions for eCampus undergraduate faculty giving a proctored exam. Please review this information carefully and follow all our recommendations. This will prevent any student issues down the road. Unless your course includes a SCOB formative or Capstone exam, the steps for giving a proctored exam are:

1. **#1 – CREATE YOUR EXAM PROPERLY**
2. **#2 – SUBMIT YOUR EXAM INFO FORM**
3. **#3 – COMMUNICATE WITH YOUR STUDENTS**

**Attention Formative and Capstone instructors:**
All formative and Capstone instructors should visit [http://business.troy.edu/Portal/assessment-information.aspx](http://business.troy.edu/Portal/assessment-information.aspx) to view SCOB’s specific requirements for these exams.

- **Capstone instructors:** Follow all three steps in these guidelines, but use SCOB’s instructions for creating the exam.
- **Formative instructors:** SCOB completes STEP 1 and STEP 2 by creating the formative exam and providing eCampus with the information. You are only responsible for STEP 3.
STEP 1 – Create the exam properly

You may only have 1 proctored event in your course. It is your choice whether this is a midterm, final, or other quiz or test. When you create the exam, make sure it is:

- Given through Blackboard (or MyMathLab for MTH instructors)
- Protected by a password
- Set to: display one question at a time, no backtracking permitted, no force completion required
  
  these are recommendations from our remote proctor team and only need to be followed if your exam allows use of the remote proctor (to check, click here: http://www.troy.edu/ecampus/testing/ugcourseexams.htm)
- Two hours or less in length
  
  students must pay out of pocket for proctoring services, and often they pay by the hour, so longer exams cost them more in fees
- Available for at least 4 days
  
  the longer the better, and it’s best to include weekdays and weekends, in order to accommodate students with varying work schedules, family demands, and so forth
- Scheduled for Week 4 or later
  
  students can’t submit their proctor for approval till Week 2, so this gives them time to make arrangements
- Labeled as “PROCTORED” in the Exams/Quizzes folder in Blackboard
  
  this enables proctors to locate the correct exam for proctoring

STEP 2 – Submit your exam information

Submitting your exam info is crucial. eCampus uses the exam info form as the basis of everything we do:

- Enable your students to submit a proctor form indicating their proctor choice
- Enable your students to use the remote proctor device as a proctoring method
- Enable your students to use ProctorU as a proctoring method
- Send exam information to all approved proctors in physical locations

Please submit your exam information to eCampus no later than the first week of the term by filling out the online form:
https://ecampus.troy.edu/efaculty/forms/eProctoredExamInformationForm.aspx

If you have not created your exam yet, please submit the dates and password you plan to use, and make sure to use the same dates and password when you create your exam later.

The remote proctor team will contact you later in the term to confirm that your exam info has been submitted, and that your exam is set up correctly. Their communication is not another request for information—just a follow-up.

Please be sure to resubmit your exam info form if you make ANY changes to your proctored exam. This is vital to the success of the automated system.
STEP 3 – Inform your students

Please post the following announcement in your course shell as early as possible:

**PROCTORED EXAM REQUIREMENT:** This course requires one proctored exam. The dates of this exam are [open date] to [close date]. You are responsible for choosing an acceptable proctor and submitting your choice on the online proctor form before the exam opens. Instructions for doing so may be found at [www.troy.edu/ecampus/testing](http://www.troy.edu/ecampus/testing) or under the “Tech/Proctor Info” button. The proctor form will be available beginning October 19 and you should start preparing immediately. All questions about the proctor form or proctor options should be directed to eCampus. Contact info is available at the posted link.

Also, make sure that the proctored exam is marked in your syllabus in your section for exams and in any course schedule you provide.

Questions?

Feel free to get in touch with questions or concerns. Also, feel free to forward all student questions about the proctored exam to us!

**All courses outside College of Business**
Autumn Faulkner  
Asst. Director of Undergraduate Testing  
334.808.6245 | [afaulkner72171@troy.edu](mailto:afaulkner72171@troy.edu)

**All College of Business courses**
Tammy English  
Undergraduate Testing Specialist  
334.670.5678 | [tenglish@troy.edu](mailto:tenglish@troy.edu)