



MICHIGAN JEWISH INSTITUTE

Policy and Procedure Manual

Functional Area: CLASSROOM MANAGEMENT **Policy No.** CM 1612

Title: MJI Proctoring Policy

Effective Date: July 18, 2010

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GENERAL PURPOSE:

Acknowledging the fact that a great number of our students live outside the Detroit Metropolitan Area, taking all classes online, and do not have access to our physical campus facilities, and acknowledging the increased use of distance education and the fact that the integrity of the examination process is fundamental to the school's success, MJI has established these guidelines and procedures to enable students to sit various required exams, including proficiency exams and course exams from off campus locations, as long as security measures for administering the tests are strictly maintained before, during and after testing and done under the supervision of an approved person who agrees to proctor such exams. Such person has the responsibility to facilitate fairness and integrity during testing situations.

GLOSSARY OF SIGNIFICANT TERMS USED:

A **proctor** is an individual who agrees to receive tests from MJI, administer them to the MJI student in a suitable environment and return them directly to MJI. The proctor also certifies in writing to MJI that the student completed the test according to all the specific directions provided.

BACKGROUND/POLICY:

Proctors must be fluent in English and can include:

- College Faculty
- College/Community College/University testing center
- Community librarian
- High School Superintendent, Principal, Counselor, Teacher
- Professional Testing Facility
- U.S. Embassy/consular office
- Clergy



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Proctors **cannot** include:

- Friends
- Family Members
- Employer / Supervisor

Student Responsibilities

- Make arrangements with a proctor near your location.
- Complete the relevant section of the Proctor Agreement Form.
- Submit your choice of proctor to MJI
- Pay any testing fees and/or proctor charges, if applicable.
- Take the exam during the pre-arranged time.
- The proctor must return the exam directly to MJI, not the student.
- Postage costs, including local and international courier fees, are the responsibility of the student.

Proctor Responsibilities

- Confirm the arrangements with the student.
- Complete the relevant section of the Proctor Agreement Form.
- Receive the exam from MJI and keep it in a secure place.
- Administer exams in an educational or professional environment such as a classroom, library or the proctor's office. **Any test proctored in a private residence will be deemed invalid.**
- Identify the student by requiring a valid photo I.D. with signature. Examples of valid IDs include a school or school ID or state driver's license or passport.
- Present the **unopened exam** to the student and supervise the student during the taking of the exam, using full discretion regarding termination of the exam if necessary resulting from improper student conduct; irregularities which compromise the student's ability to take the exam or any other situation as deemed necessary. The proctor will write an explanation of the situation on the Certificate of Supervision.



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Completing the Certificate of Supervision

Upon completion of the test, the proctor will:

- Return the completed exam; any student notes made during the testing, and Certificate of Supervision directly to MJI by agreed upon mailing methods.
- Return any unused exam to MJI in the event that the student fails to show up for the test by the date specified on the exam envelope in **the enclosed Pre-Paid FedEx envelope.**

MJI reserves the right to verify proctor qualifications, require additional evidence of eligibility, or select a different proctor. The Proctor Agreement may be terminated for any cause by the proctor, student, or MJI upon written notification to all parties.

AUTHORIZATIONS: (at least one signature is necessary to enact this policy/procedure)

President

Dean of Academic Administration



PROCTOR REQUEST FORM

Section I – Student Information

Name:	SSN:
Address:	
Telephone:	Email Address:
Semester Enrolled:	Exam to be proctored:
Proposed date of exam: (Please allow a minimum of 3 weeks from date of signing for receipt of exam):	

Section II – Proctor Information

Name:	Institution/Company:
Business Address:	
Title:	Professional E-mail:
Work Telephone:	Fax:
Testing Location:	

Section III

We will confirm your position as proctor within 5 business days of receipt of this signed form. Notification of approval will be sent to the proctor's email address and the student's email address as provided on this form.

The proctor will also be advised via email of the expected arrival date of the test which will be sent by courier to the business address provided on this form.

I, _____, attest that all proctor information contained on this form is correct. I agree to carry out the responsibilities of proctor in accordance with the requirements and guidelines in the Proctoring Policy and Guidelines document.

Proctor Signature

Date

I, _____, attest that all student information contained on this form is correct and that I have read the Proctoring Policy and Guidelines documents and agree to the requirements and guidelines set out therein.

Student Signature

Date



**Michigan Jewish Institute
Certificate of Supervision for Proctor**

Please complete the required information below, sign and date the form and return to MJII.

Student Name:		
Name of Test:		
Exam Date:	Start Time:	End Time:
Type of identification student submitted (must be picture ID):		
I monitored the student during the entire assessment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I proctored and returned the assessment according to the instructions given.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I _____ confirm that I proctored and supervised the above-named student from Michigan Jewish Institute during a test and verify that the academic integrity of this test was not compromised.

Proctor Signature

Date