



Testing Services
3000 College Dr. S.
Lethbridge Alberta T1K 1L6
Tel. 403.320.3368
Toll free fax: 1.888.883.5839
Email: testing.services@lethbridgecollege.ca

GUIDE FOR OFF-CAMPUS EXAM PROCTORING

Online Exam Request Procedures

ALL EXAMS MUST BE SUPERVISED BY AN APPROVED PROCTOR

*All Lethbridge College online exams requiring a proctor also require Respondus LockDown Browser to be installed on the computer to be used for testing. The browser file is small (4.4 MB for Windows; 1 MB for Mac) and easy to install (as well as easy to uninstall after testing), but it must be used for every proctored exam. It can be installed either on the proctor's work computer or on the student's personal laptop and brought to the proctor for the exam booking.

Students Living Within the Lethbridge Area

If you live in Lethbridge or within the surrounding Southern Alberta area, you should plan to write your supervised exams at **Lethbridge College Testing Services** or at one of our regional campuses. Information about these campuses can be found at <http://www.lethbridgecollege.ca/regional-campuses>.

To write in Lethbridge, book your appointment online at www.lethbridgecollege.ca/testing. You can also book by calling Testing Services at 403.320.3368. 1 business day's notice is required to book exams on campus.

- Testing Services on the main campus is found in AN1602.
- Open Mon.-Fri. from 8:00 a.m. to 4:00 p.m. Open until 8:00 p.m. on Tues. and Thurs. during the school year.
- There is no charge for Lethbridge College students to write exams on campus.

Students Living Outside the Lethbridge Area

If you live outside the Lethbridge area, you can make arrangements to write exams within, or close to, your home community at an approved location. You are responsible for arranging your own proctor using the guidelines below. Lethbridge College Testing Services reserves the right to screen and approve all proctors for Lethbridge College online courses.

1. Complete and sign the **Request for Online Examination** form and have your proctor complete and sign his/her section.
2. Email or fax it to Lethbridge College Testing Services at testing.services@lethbridgecollege.ca or 1.888.883.5839.
3. Allow **5 business** days for your exam request form to be received and processed.
 - If it is a paper-based exam, additional time will need to be allowed for mailing.
 - If the exam is online, Testing Services will email your proctor instructions for logging you onto the exam. We will also email instructions for installing the LockDown Browser on the computer to be used for testing.
4. A proctor must be employed in one of the following professions:
 - Teacher, principal, administrator or testing personnel (school, college or university)
 - Librarian
 - Clergy
5. A proctor may not administer the exam if he/she has a personal connection with the student (e.g., family member, friend, co-worker, supervisor, someone living at the same address, etc.). This limitation protects both the student and the proctor from any actual or perceived conflict of interest by maintaining impartiality throughout the proctoring process.
6. A proctor must supervise the exam in a quiet location at his/her place of employment and in accordance with all exam proctoring procedures. Exams cannot be supervised in a personal residence or the student's place of employment.
7. Individual institutions may have additional fees and their own procedures for administering exams. Students are responsible for any costs/fees associated with the exam, and they are asked to contact the institution directly for more information.
8. Falsification of information is considered Academic Misconduct according to the Student Rights and Code of Conduct Policy - Academic Misconduct Procedures.



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REQUEST FOR ONLINE EXAMINATION

EXAMS WILL NOT BE SENT UNLESS ALL SECTIONS OF THIS FORM HAVE BEEN COMPLETED IN FULL.

STUDENT INFORMATION

LAST NAME	FIRST NAME	STUDENT ID #
PHONE NUMBER	EMAIL ADDRESS	
ADDRESS	CITY	PROVINCE
Do you qualify for exam accommodations? (e.g., reader, scribe, extra time) <input type="checkbox"/> Yes <input type="checkbox"/> No		POSTAL CODE

I AM PREPARED TO WRITE AN EXAMINATION FOR THE FOLLOWING COURSE:

COURSE TITLE	COURSE NUMBER	INSTRUCTOR'S NAME
EXAM(S) REQUESTED <input type="checkbox"/> <u>ALL</u> Exams <input type="checkbox"/> Other (please specify):		COURSE END DATE

STUDENT SIGNATURE (no electronic signatures, please)	DATE
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**** RESPONDUS LOCKDOWN BROWSER must be installed and used for all proctored exams.** It is a small file (4.4 MB for Windows; 1 MB for Mac), and Testing Services will provide instructions for the easy installation. Please select one of the following:

- ☐ **Proctor will install LDB** – The proctor will install LockDown Browser on his/her work computer to be used for testing.
- ☐ **Student will install LDB** – The student will install LockDown Browser on his/her personal laptop, then bring the laptop to the proctor's workplace for the exam booking. Student has confirmed with proctor that this is acceptable, and the proctor is aware that an internet connection at the exam location is still required.

PLEASE FORWARD MY EXAM(S) TO (COMPLETED BY PROCTOR)

NAME	TITLE	EMPLOYER OR INSTITUTION
PHONE NUMBER (Business)	EMAIL ADDRESS (No personal, home, or free email accounts will be accepted.)	
ADDRESS	CITY	PROVINCE
LOCATION OF TESTING (Exams cannot be supervised in a personal residence.)		POSTAL CODE

AUTHORIZATION

An authorized proctor must be employed as a teacher, principal or administrator (school, college or university); librarian; or clergy; AND have no personal connection to the student. Alternatively, exams can be proctored at a college or university testing centre.

EXCEPTIONS MUST BE APPROVED BY TESTING SERVICES.

As an authorized proctor, I agree to supervise this student for the exam(s) listed above and guarantee that secure exam procedures will be followed.

PROCTOR SIGNATURE (no electronic signatures, please)	DATE
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Please email or fax this completed form to testing.services@lethbridgecollege.ca or 1-888-883-5839.

***Falsification of information on this form is considered Academic Misconduct according to Student Rights and Code of Conduct Policy - Academic Misconduct Procedures.**

The personal information requested on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta), section 33(c) and is protected by Part 2 of that Act. Your information will be used for administrative purposes associated with processing and managing your examination request and uses consistent with this purpose. Information provided may be disclosed within Lethbridge College or to external agencies as necessary to fulfill the purpose of collection, facilitate the delivery of college programs/services and to meet legislative requirements. Please direct questions about the collection, use, disclosure or protection of the personal information being collected on this form to the college's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

August 2020