## Distance Exams

### Selection of a Proctor

At a minimum of two weeks prior to their first exam, the student agrees to:

1. Select a primary proctor and a secondary proctor to serve as a back up to administer distance exams. At least one of the proctors should be a professional testing center. A list of professional testing centers for the state of Texas will be provided within the distance exam policy form. (proctoring requirements listed below)

2. Submit the proctor’s name and contact information to the CLS Departmental Test Administrator:
   
   a. Include name of company, title, address, phone, fax, email address, and professional relationship to the student by filling out the form on this webpage [https://shp.utmb.edu/cls/adm/addproctor.asp?action=request](https://shp.utmb.edu/cls/adm/addproctor.asp?action=request) after logging into the CLS student website.
   
   b. Scan and email or fax the proctor agreement form located at [https://shp.utmb.edu/cls/include/misc/clsdistanceexampolicy.pdf](https://shp.utmb.edu/cls/include/misc/clsdistanceexampolicy.pdf) after logging into the CLS student website.
   
   c. All proctors must be approved by the CLS Department

3. In the event it becomes necessary to select a new proctor, the student must notify the CLS Departmental Test Administrator, in adherence to the guidelines specified in paragraph 2 above, unless prevented by extenuating circumstances. In extenuating circumstances, the CLS Standardized Make-Up Policy will be followed.

### Practice Exam

Students are strongly encouraged to complete the online practice exam prior to attempting their first graded exam. The practice exam is designed to familiarize the student with the process of taking an online CLS exam, such that during a graded exam the student may concentrate on their knowledge and comprehension of the exam’s subject matter, rather than the technical aspects of exam delivery.

### Distance Exams

1. At a minimum of five calendar days prior to each exam, the student agrees to schedule an appropriate time with their proctor to take the exam.
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2. The student will complete all exams within the dates specified in the course syllabus by the course instructor.

3. Technical support will be available only from Monday – Friday, 8 am – 5 pm. Under special circumstances, support can be arranged after 5pm. If the student is not familiar or comfortable with the online testing process, he should arrange to take his exam during these hours.

4. If, after the final submission of a completed exam, the student does not receive on-screen confirmation that their responses have been received by the CLS Department, he must contact the CLS Departmental Test Administrator immediately to report the incident. In the event the Test Administrator is unavailable, the student must immediately contact the course instructor to report the incident. Failure to do so could result in the loss of the student’s exam data and grade. Under these circumstances, DO NOT SHUT DOWN OR REBOOT the testing computer until so instructed by the CLS Department.

Requirement of a Proctor

1. The proctor should be able to accommodate the student’s testing schedule within reason and convenience, given consideration of their own schedule.

2. The proctor should be able to prohibit, to the best of their ability, the student from using unauthorized materials during an exam.

3. The proctor must provide the student access to a computer for testing purposes that meets the following minimum criteria:

   a) Pentium-class or better PC
   b) 7 MB of free disk space for installation of testing software
   c) Microsoft Windows operating system installed (XP, Vista, Windows 7)
   d) Internet Explorer version 8 or later installed
   e) An active Internet connection (T1/LAN/Cable modem/DSL)
   f) Located in a low traffic area to minimize the possibility of student distractions during the exam
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4. The proctor must be willing to initially install and configure a small software program (approximately 7 MB) on the testing computer to allow for secure testing purposes.

5. Students will be responsible for paying all costs involved in off-campus testing.