



## Instructions for Proctored exams

We require students to use a proctor while taking exams in several our courses. Students may do this in either of two ways:

- 1) While being watched on video, or
- 2) While being supervised by a third party.

### Procedures for video proctoring

1. We must have, in advance, a color copy of a government-issued form of identification. This is usually submitted along with your application to be a GCS student.
2. The student sets up an appointment to take the final exam. You may request to be proctored by video through Zoom, Skype, VSee, or another preapproved video conferencing program with one of the following people:
  - a) The Registrar –email [registrar@gcs.edu](mailto:registrar@gcs.edu) or call 980-495-3978  
or
  - b) The Dean – email [dean@gcs.edu](mailto:dean@gcs.edu).  
or
  - c) Your professor
3. The student initiates the video connection.
4. The proctor will then explain the way that the proctoring works. The proctor microphone and camera will be turned off, so that activities in our office do not disturb you. However, the proctor can still see and hear you, so if you have questions you can call out and (unless we have stepped out for a minute) will respond.
5. When the test is over, speak to the proctor. If the proctor does not respond, send the proctor a message saying that the test is done.
6. For detailed instructions to the student, see the Academic Catalog, section VI.L.

### Procedures for the student to set up third-party proctoring

1. If students do not wish to be proctored by video, they should inform us that they wish to be proctored by a third party. Each student must select a proctor well in advance and verify that the person is willing and able to proctor the exam during the approximate time period in which the exam must be taken.
2. The proctor may be a librarian, a professional educator (a teacher or administrator from primary, secondary or tertiary schools), or an ordained person who is not in the same congregation as the student.

- a. The person cannot be related to the student by marriage or by birth. (No parents, siblings, husband, wife, sister-in-law, aunts, uncles, grandparents, first cousins.) Second cousins and more distant relationships are permitted, as long as the person meets the qualifications mentioned in #2 above.
- b. The proctor cannot be under the supervision of the student in any capacity, either on the job or in the church. (However, the proctor may be a supervisor over the student.) Pastors cannot be proctored by anyone in the congregations they pastor.

3. One more factor that is involved in selecting a proctor: The proctor must be able to see the computer monitor at all times, and can testify that the student did not access any unauthorized materials while taking the exam. (This does not apply if the exam is open book.)

4. Once the student has identified a possible proctor, the student must send us the proctor's name, qualification (e.g., schoolteacher or pastor), email address and phone number. The proctor must have an employer-issued email address; accounts at Yahoo and Gmail, for example, are not acceptable. We must be able to visit the website that corresponds to the email address of the proctor to verify the identity and validity of the proctor.

5. GCS will then contact the proctor to verify that the person meets the qualifications, and is willing to proctor the exam during the time period that the exam should be completed.

6. GCS will then notify the student whether the proctoring arrangement is acceptable, and if so, will leave it up to the student to set up a more specific time for the exam. This will most likely be done about a week before the exam. The student must then send the instructor and the proctor an email confirming the appointed time, location, and which computer will be used.

7. GCS will then send further instructions to the proctor.

8. The student will show up at the appointed time, show some form of government-issued identification, and take the exam. Our website records the time and the computer's IP address.

9. No matter which computer is being used, all programs should be closed except for the internet browser and a word-processing program, with only a blank document being open. (Turn off email notifiers, etc.) Unless the exam instructions allow the student to use other websites, only one window or tab may be open on the browser, and that is the GCS class website on which the exam is being taken.

11. Some libraries or proctors charge a proctoring fee; that is the student's responsibility.

12. Even if the proctor knows you personally, you must show a government-issued photo ID, and the proctor must sign a statement that the ID has been shown.



## GCS Proctor Approval Form

Proctor's Form for \_\_\_\_\_ (name of student),  
\_\_\_\_\_ (name of course).

1. Proctor's Name: \_\_\_\_\_

2. Position: \_\_\_\_\_

3. Employer: \_\_\_\_\_

3. Phone number: \_\_\_\_\_

4. Are you related by blood or marriage to this student?

\_\_\_\_\_ Yes. What is the relationship? \_\_\_\_\_

\_\_\_\_\_ No

5. The proctor cannot be a member of a church of which the student is a pastor, and cannot be under the supervision of the student in any capacity. Do you acknowledge that the student does not supervise you in any way?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

6. Will the student be able to use a network that belongs to you (or available in your library or classroom) to access our website?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

7. Will you be able to keep the computer screen within your line of sight during the exam, and be able to verify that the student did not access any unauthorized books, materials on the computer, or any other websites?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***Please return this form to the Registrar, Dean or Professor from your work email. We will then contact you and the student again to let you know whether you are approved to be the proctor for this exam.***

***It is the student's responsibility to set up an appointment, at least one week before the actual exam, and to pay any proctoring fee, if applicable. If you have any questions, please contact the Registrar at 980-495-3978 or [registrar@gcs.edu](mailto:registrar@gcs.edu).***