

Faculty Guidelines for Test Proctoring Services

Student Support professionals are able to provide test proctoring services for the following situations:

- A student requires special accommodations due to a documented disability.
- A fully online course requires in-person testing for midterm or final exams.
- Other extenuating circumstances in which a student needs to complete an exam outside of the normal exam time and the faculty member is unable perform the proctoring duties.

In most situations, test proctoring will take place at the campus LARC. Please make proctoring requests **at least one week in advance** by contacting the proctor on your campus (see below). If you direct students to make proctoring requests, they should use the web based proctoring request form at www.mnwest.edu/advisory-services/test-proctoring

Granite Falls / Canby – Julie Williams – julie.williams@mnwest.edu

Pipestone / Luverne – Stacy Boomgaarden – stacy.boomgaarden@mnwest.edu

Worthington / Jackson – Various Staff – proctoring@mnwest.edu

Include the following information in your proctoring requests:

1. Name of class
2. Type of exam (online or paper)
3. If paper exam, how will the exam be delivered to the LARC?
4. If online exam, are there any specific instructions for accessing the test?
5. Testing requirements (ex – scratch paper allowed, no notes, time limit, etc.)
6. How to contact you

If you have other questions regarding proctoring, contact Michael Van Keulen, Student Success Coordinator, at michael.vankeulen@mnwest.edu or 507-223-1329