

Policy on Proctored Examinations

All Anaheim University students must successfully complete a series of proctored examinations administered in accordance with University policies and procedures.

Students will be given the option to select a proctor who meets the criteria specified by the University.

Acceptable proctors include:

- Anaheim University Representative
- Official Testing Center - University/College/Private
- University/College Dean/Professor
- Human Resource Manager
- Librarian
- Military Education Services or Testing Officer
- Police Officer
- Representative of an established religious order
- School Counselor
- School Principal/Vice Principal
- Supervisor
- Teacher
- Training Director/Officer

Proctor cannot be: Anaheim University student, relative, neighbor, friend, spouse, significant other, or anyone with a vested interest in the student's performance on the examination.

All proctors must be approved prior to the examination date. A proctor may serve for more than one examination.

The proctored examination may be offered in person, online, or by webcam and may be in the form of an essay, multiple choice quiz, or short answer, etc. Examinations will be timed.

Proctored examinations may be administered as part of a scheduled study session or may be taken at a time mutually convenient to the proctor and the student within the parameters of relevant course dates.

The number of proctored examinations within each program will be as follows:

- MA in TESOL - four proctored examinations in total
- MBA Online Global Track - four proctored examinations in total
- MBA Professional Track - ten proctored examinations in total
- MBA Sustainable Management Track - four proctored examinations in total
- Diploma in Sustainable Management - two proctored examinations in total
- Certificate in Sustainable Management - one or two proctored examinations

Proctor Approval and Examination Procedure

Students must select a qualified proctor and provide contact information to Anaheim University.

Anaheim University Student Services will provide the proctor with a copy of the Anaheim University Policies on Proctored Examinations, and details of the proctor's responsibilities.

The student completes Section A of the Proctor Approval Form and provides a copy to the proctor, who completes Section B of the Proctor Approval Form.

The student or proctor returns the completed form to Anaheim University by email, mail, or fax. The University will contact the proctor if further information or verification of credentials is required.

The completed Proctor Approval Form will be kept in the student's file.

The University will send details of the test administration to the proctor either by e-mail, fax, or mail.

Responsibilities of Student

- Identify a suitable proctor.
- Ensure a completed Proctor Approval Form is submitted to Student Services.
- Arrange with the proctor a mutually agreeable date, time, and location for the examination within University and course guidelines.
- Provide proctor with authentic picture ID to verify identification.
- Refrain from discussing the contents of the examination with anyone while taking the exam or afterwards.
- Make no copies of the examination at any time, e.g., by photocopying, printing, or emailing.
- Before the test is administered, provide proctor with reimbursement for proctoring services if requested.

Responsibilities of Proctor

- Verify student's photo ID to ensure identity of exam-taker.
- Provide an appropriate, quiet place for the student to take the exam.
- For online examinations, provide use of computer with Internet access or supervise use of student's own computer.
- Keep the exam and exam password secure.
- Ensure the student does not consult any unauthorized resources or people while taking the examination.
- Ensure the student does not make any copies of the exam, e.g., by photocopying, printing, or emailing.
- Ensure student does not exceed specified time limit of examination.
- If applicable, before the test is administered, request any reimbursement for proctoring services.
- If the proctor suspects at any time that the policies and procedures are not being followed, the proctor should contact Anaheim University.

Anaheim University Student Services will provide the proctor with a copy of the Anaheim University Policies on Proctored Examinations, and details of the proctor's responsibilities.

The student completes Section A of the Proctor Approval Form and provides a copy to the proctor, who completes Section B of the Proctor Approval Form.

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