NWCC Process for Testing Out-of-State

1) Notify Your Instructor
    a) Contact your instructor via email or Canvas message at least 2 weeks before your exam to inform them that you need to test out of state.
    b) Your instructor will provide you with the Out-of-State/Off-Site Proctor Approval Form.
2) Find an Approved Testing Site
    a) What qualifies as an approved testing site?
        i) College or University Testing Centers – Most institutions have official proctoring centers.
        ii) Professional Testing Centers
        iii) K-12 school teachers, professors/instructors, or libraries that do not offer official proctoring services do not meet the requirements to be an approved proctor.
    b) You can reference this list of previously approved testing sites.

    ***Important: Please note that any fees associated with a testing center outside of a Mississippi Community College are your responsibility. Also, please**
3) Approval Form Submission
    a) Complete the student section of the Out-of-State/Off-Site Proctor Approval Form with your information.
    b) Have the potential proctor fill out and sign the rest of the form.
    c) Have the proctor email the form along with a copy of their staff ID to elc@northwestms.edu at least one full week before the exam opens.

    ***Any communication related to out-of-state proctoring and passwords will be provided by NWCC eLearning rather than the instructor. All testing windows and communication for this course will follow Central Standard Time (CST).**
4) Proctoring Confirmation
    a) If your testing site is approved, the necessary testing information will be sent directly to the proctor. You will receive an email confirmation from NWCC eLearning and must schedule an appointment for the exam within the designated testing window at the testing location. Confirm your appointment with the approved testing center.

NWCC Out-of-State/Off-Site Proctor Approval Form

Student Section

Student's Full Name: _____ Student ID: _____

Address: _____

Phone Number: _____ Email: _____

Course(s) Title (i.e. ACC1213 HO): _____

Reason for not coming to campus: _____

Proctor Section

Proctor's Name: _____

Title: _____

Institution/Affiliation: _____

Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

Relationship to the Student: _____

I agree to serve as the proctor for the examination of the referenced student. I acknowledge that I have no relationship with the student outside the one listed above.

Proctor's Signature: _____ Date: _____

Note: Please attach a copy of your faculty/staff ID or statement of affiliation on organizational letterhead signed by an organization officer to this request and return this form to the eLearning Office through email at elc@northwestms.edu. Contact the eLearning office for other questions, we can be reached by phone at 662-560-5230.

***Any communication related to out-of-state proctoring and passwords will occur with NWCC eLearning rather than with the instructor.**

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Proctor Confidentiality Agreement

As a test proctor, it is important for you to maintain the confidentiality of any information to which you may receive. This confidentiality extends to test, student, and faculty information.

Test information includes, but is not limited to:

- Content
- Passwords
- Length, format, or perceived difficulty of assessments

Student information includes, but is not limited to, the following:

- Type of test being taken
- Course or section in which the student is enrolled
- Student data such as grades, ID number, address, or phone number
- Results or outcomes of any tests taken in the Assessment Center

Faculty information includes, but is not limited to:

- Faculty contact information not available to students
- Frequency or infrequency of password changes
- Deadlines or extensions
- Materials in or associated with the online course site
- Special provisions extended to students

I acknowledge and fully understand the importance of maintaining the confidentiality of all information I may encounter in my role as a test proctor. By signing below, I confirm my commitment to upholding these requirements and recognizing the responsibilities entrusted to me as an online test proctor.

Proctor Signature: _____ Date: _____