

Lakeland

COLLEGE

Energy Continuing Education Proctor Guidelines for Exam Supervision

Applicable Courses:

Fired Process Heater Operator, 3rd Class Power Engineering Online, Pre-Engineering Math & Applied Mechanics, Introduction to Elementary Thermodynamics, Production Field Operator, Gas Process Operator.

Qualifications and Requirements

1. The proctor must:

- a. be an employee of an examination center, testing agency, school, library, or
- b. hold a professional certification as a teacher, lawyer, librarian, accountant, superintendent, training coordinator etc. (submission of this form and review of qualifications by program coordinator will determine if this person is qualified to proctor).
- c. Acknowledge intention to comply with the evaluation procedures
- d. not be related to the student
- e. provide the student with a suitable quiet computer workstation to complete the online examination in a professional setting.

2. Testing Procedure:

- a. On exam day, students must provide valid student or government issued photo identification (student ID card, driver's license, passport, etc.) to the proctor.
- b. Students must log into their D2L account with the proctor present. Proctors are required to ensure that the student is logging in under their name and choosing the correct examination (ie. midterm/final). Please refer to D2L Proctor Instructions that are provided in the exam confirmation email.
- c. Any exam incident must be reported to the Program Coordinator as soon as possible. A review of circumstances will be conducted, and appropriate actions will be determined by the Program Coordinator at Lakeland College.
- d. If a student becomes ill and is unable to complete an examination, please contact the Lakeland College Program Coordinator as soon as possible
- e. All examinations must be conducted in a professional setting. (i.e. Proctor place of business).
- f. No portion of Examinations shall be printed and/or photocopied.

Please ensure that a suitable and quiet computer workstation with internet access is set up prior to exam day. Instructions for performing a system check will be included in the proctor confirmation email which will be sent out to you prior to the exam date.

If you have any questions, contact our office directly.

Energy Continuing Education

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