MURRAY STATE UNIVERSITY
Hutson School of Agriculture

Policy for Online Exam Proctors in Graduate Courses

The following policy applies to graduate students enrolled in online courses within the Hutson School of Agriculture (HSOA).

Policy on Online Exams:

- Unless otherwise indicated by the course instructor, all online exams must be proctored.
- The attached form must be on file with either the course instructor or the HSOA online program coordinator prior to the student taking a proctored exam.
- Once on file with the HSOA online program coordinator, this form can be used for multiple exams and courses. This form should not be resubmitted unless there are changes to proctor information.
- Exams and/or facilitation instructions will be sent to the proctor's business or organizational email address. Exams may be written or administered via Murray State University's Course Management Platform (Canvas).

Policy on Exam Proctors:

The following individuals/organizations may serve as exam proctors:

- Official Testing Service of an Accredited College or University
- Administrator in a School District or other Educational Service Region (Ex: Principal, Superintendent, Director)
- Full-time High School or College Instructor
- Administrating Official of an Educational Institution (Ex: Dean, Department Head, Extension or Correspondence Administrator, Registrar)
- A Human Resources or Company Education and Training Manager (at the student's place of employment).
- Other individuals as *approved in advance* by the course instructor.
- *For Armed Services Personnel Only*: Education Officer or a Commissioned Officer who is both (1) above the student's pay grade and (2) in the student's chain of command.

Exam proctors may NOT meet any of the following criteria:

- Related or married to the student.
- Work under the supervision of the student.
- Work directly with the student at the same level of employment.

Important Note: Proctors are not compensated by Murray State University or the Hutson School of Agriculture. Only official testing centers may receive compensation for testing services. In the event that a testing center charges a fee, such a fee is the sole responsibility of the student.

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Approval Form for Online Exam Proctors

Student Information:

Name:_____M#:_____

MSU Email Address:_____

Course(s) for which the proctor will administer exams:_____

Proctor Information:

Name:_____

Official Title or Position: _____

Company or Institution:_____

Institution Address: _____

City/State/Zip:_____

Institution Phone Number:_____Fax Number:_____

Institutional Email Address: _____

Relationship to Student:_____

Student Signature and Date:_____

Proctor Signature and Date:_____

Print & return completed form to:

Online Program Coordinator
Hutson School of Agriculture
Murray State University
103 Oakley Applied Science South
Murray, KY 42071