

Exam Policy for Online Mathematical Sciences Courses

Students who take online undergraduate courses in Mathematics delivered over E-term are required to take all exams in person to receive a grade, and therefore, credit for the class. Online students may come to the WPI campus and take exams and quizzes with the in-class students.

In addition, faculty of online E-term MA courses will provide one or more of the following options to online students for taking exams and quizzes:

1. Take the exam on campus a week before the start of A-term.
2. Arrange to take the exam away from campus using an approved proctoring service.

It is up to the professor of each course to determine which options above are available to students in his/her class.

Regarding Option 2

Students who wish to take the exam away from campus using an approved proctoring service, that is, those students using Option 2 above, must adhere to the approved policy and guidelines detailed below.

Find an approved proctor:

- It is the student's responsibility to find an approved proctor, arrange for exam delivery, and schedule the exam.
- Students must find and gain approval for a proctor within the first two weeks of the class.
- Students must submit the Proctor Approval Application within the first two weeks of the class.
- Students must coordinate the exam date and time with the approved proctor and the faculty member of the course.
- Students must coordinate the delivery method for the exam between the approved proctor and the faculty member of the course. Student responsibilities:
- Students are responsible to pay all fees associated with the proctoring service.
- Students must take the exam on the same day and time as included in the course syllabus. Please note that the time for the exam will be the time in Worcester.
- Students must take the exam with the approved proctor.

How to find an approved proctor: Student should first check the National College Testing Association website to locate testing sites in their area (<http://www.ncta-testing.org/cctc>). If there is not a testing site near you, try contacting a local public library, community college, or university to see if they offer proctoring services. Students can also use companies like Sylvan Learning Centers or Kaplanss Testing Centers, although these services tend to be more expensive.

Proctor's responsibilities:

- The proctor must check a photo ID for the student taking the exam.
- The proctor is the only person who may handle the actual exam before and following completion.
- No additional copies of the exam are permitted.

- Only the proctor and student are permitted to view the exam at any time.
- The proctor must follow the faculty member's instructions for administering the exam, including following strict time limits, allowable resources or calculators, etc.
- If a paper exam is delivered, the proctor is responsible for sealing and mailing the completed exam immediately following completion, per the faculty member's instructions.

Student Checklist for Scheduling/Taking a Proctored Exam:

- Inform faculty member of decision to take a proctored exam.
- Locate an approved proctor.
- Submit the Proctor Approval Form no later than two weeks after the start of the course.
- Coordinate communication between the faculty member and the proctor for exam delivery and return instructions.
- Schedule the exam with the proctor on the same day and time as listed on the course syllabus.
- Bring a photo ID to the test site on the day of the exam.
- Take the exam and then notify the faculty member of completion.