**Taking Online Exams
At
Southern Arkansas University Tech (SAUT)**

Introduction

Final exams for SAU Tech's online courses are required to be taken at an approved site. **Failure to take these exams at an approved test site will result in a grade of "0" for the student.** Picture identification will be required at the designated sites. Test site and other information pertaining to the proctored exams are available to the students in the following pages of this document, the course syllabus for each course, and the "Announcements" section of Brightspace.

No other electronic devices (i.e., cell phones, PDAs, etc.) are allowed in the exam room. The student is not allowed to take books and/or notes or any blank paper or writing instruments into the exam room unless the proctor provides it. If provided, the proctor should collect these papers from the student before the student leaves the testing area unless otherwise specified in the "exceptions". **(Note: Please see Additonal Materials Allowed document for exceptions to this policy.)**

Students residing in the State of Arkansas may choose a pre-approved test site from the approved proctor list provided on the Brightspace login page and are not required to submit an *Online Exam Proctor Form*.

Students residing outside of the state or who do not live in close proximity to one of the pre- approved sites must choose a proctor and submit an *Online Exam Proctor Form* to the Center for Online Learning for approval of the chosen proctor. The form should be submitted at least two (2) weeks prior to the date that the student plans to take the exam(s). The proctor must have one of the following titles:

- Postsecondary officials
    - Registrar;
    - Dean; or
    - Director of Testing
- Accredited high school officials
    - Principal;
    - Librarian; or
    - Counselor
- Head librarian at a public library
- Base education officer (military students only)
- Commissioned officer whose rank is higher than the student (military students only)

Online Proctoring via Smarter Proctoring: SAU Tech partners with Smarter Proctoring to offer 24/7 online proctoring. You can access Smarter Proctoring inside each of your courses. There is a link to Smarter Proctoring in the Proctored Final Exam module below your final exam. View the Smarter Proctoring How to Guide by clicking here. Please note that Smarter Proctoring charges a fee per exam based on the duration of each exam. A one-hour exam costs $15, a one-in-a-half-hour exam costs $18.50, a two-hour exam costs $21, and a three-hour exam costs $26.

The **SAU Tech Testing Center** requires that all proctored exams be scheduled online. To schedule your appointment, go to the Testing Center homepage (https://www.sautech.edu/testing-center/).

Student Responsibilities

The student shall be responsible for:

- Selecting a test site/proctor;
- Submitting an Online *Exam Proctor Form*, with required signatures, to the Center for Online Learning, if applicable;
- Contacting the test site to schedule a day and time to take exam(s);
- Making the proctor aware of the length of the exam(s);
- Paying testing fees charged by test site, if applicable;
- Providing picture identification to test proctor; and
- Taking the exam(s).

Center for Online Learning Responsibilities

The Center for Online Learning shall be responsible for:

- Creating and maintaining the list of approved test sites/proctors;
- Approving/disapproving proctor requests;
- Notifying student of approval/disapproval of requested proctor; and
- Providing proctors with testing guidelines.

Proctor Responsibilities

The test proctor shall be responsible for:

- Providing student access to appropriate Internet browser;
- Verifying identity of student via picture identification;
- Providing student with writing instrument and blank paper, if needed;
- Verifying identity of student after he/she has logged into Brightspace;
- Entering the exam password; and
- Faxing student notes to instructor after exam, if needed.

Instructor Responsibilities

The instructor shall be responsible for:

- Including proctored exam information in course syllabus.
- Providing additional items information to the Center for Online Learning.