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### Submission of Online Proctor form:

A proctor is to be a person who will monitor you as you take your exam. The proctor will make sure academic integrity is being used. All instructors will determine whether their courses will need a proctor for examinations. Please make sure to check your instructor's syllabi or course's D2L regarding the proctoring of exams. Proctor forms are submitted each semester. **Students will be responsible for any proctoring fees, if applicable**

DSU Online Students using the SD-BOR approved Testing Centers (see page 2 of this document) will be approved immediately. Online students living in SD BOR approved areas must use the approved proctoring service. Students in the Madison area must proctor with DSU Proctoring Services unless you are a High School student. Extenuating circumstances need to be approved by the instructor.

If you are in a location that does not have a SD-BOR testing center, you must arrange to have your exam(s) supervised by an appropriate proctor in your area. Refer to information below for securing a suitable proctor.

If you choose a proctor outside of DSU or SD BOR Testing Centers your proctor's position will need to be verified. After submitting the proctor form, an email will be sent to the proctor and/or a call made to establish credentials. Once your proctor has verified the proctor information by returning the verification email, your instructor will receive the verification email so exam information may be sent to your chosen proctor. Your instructor gives final approval of the proctor selected by you.

You will need to complete the online student [Proctor Registration Online Form](#) so your instructor knows who you are proctoring with. Exam information will be sent to your proctor. This proctor form is not used for other institutions.

DSU may at any time request additional verification or mandate an alternate proctor. The proctor services may be terminated at any time by any or all three active parties (student, proctor, DSU) with written notice to all parties involved.

### Securing a Suitable Proctor

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#### Suitable proctors include:

- ◆ South Dakota Board of Regents (SD BOR) approved Testing Center
- ◆ Active member of the clergy
- ◆ Full time faculty member of an accredited institution
- ◆ Professional Testing Center
- ◆ Professional educator (superintendent or principal)
  - ◆ State certified Elementary/High School teacher or Counselor
- ◆ Public librarian - libraries with non-business emails may be used if the library has a website showing the email address
- ◆ Military Officer – Higher rank than student
- ◆ Human Resource professional
- ◆ Medical Supervisor/managerial directors (Can only be used by HIM students and working in a medical facility)

#### Unsuitable proctors:

- ◆ Co-workers
- ◆ Your boss, supervisor, employee
- ◆ Friends, relatives, or neighbors
- ◆ Fellow teachers
- ◆ Works out of home
  - ◆ Users of Non-professional emails, i.e.: Gmail, Hotmail, Yahoo, etc. Employment Verification:

When choosing a proctor, make sure proctor information can be verified by visiting a website in addition to calling place of business. The proctors name and job title must be listed on the company webpage. Submit professional emails otherwise you will need to provide documentation that the account is the proctor's business email. You are encouraged to add web links to proctor form for verification.

### Proctor Guidelines

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The proctor must follow strict guidelines associated with an examination. Any acts of academic dishonesty will be dealt with on a case-by-case basis and may be ruled as cheating as stated in the DSU student handbook. Passwords or paper exams will be emailed to proctor. Please make sure passwords and paper exams are secured and only accessed by proctor.

Proctors should attempt to provide proof of the information stated below.

- Ensure that examinations take place at a business/professional address and not a residential address.**
- Check student photo ID/license to ensure the examinee is the person scheduled to test.

- Ensure that no copies of the exam are made.
- Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise.
- Continually monitor students during exam
- Time the test and stop the examinee when time has been expended.
- Note any testing irregularities and contact the instructor and [proctor@dsu.edu](mailto:proctor@dsu.edu) with issues.
- If a fee is charged for exam supervision, request payment from the student at the time of testing. Dakota State University will **not** pay proctor fees or mailing costs of the exam.
- Return exam within 24-hour period

### Proctoring Services SD– BOR Universities

<p><b>BHSU:</b> Spearfish Testing Center          Black Hills State University          Lower Level of EY Library &amp; Learning Center, Room 003          Address: 1200 University Street Unit 9078          Spearfish, SD 57799-9078          Phone: (605) 642-6099          Fax: (605) 642-6099          Email: <a href="mailto:BHSPTestingCenter@BHSU.edu">BHSPTestingCenter@BHSU.edu</a></p>	<p><b>NSU:</b> Academic Affairs          Phone: (605) 626-2568          Fax: (605) 626-2531          E-mail: <a href="mailto:nsu.proctor@wolves.northern.edu">nsu.proctor@wolves.northern.edu</a>  <a href="https://nsuproctor.youcanbook.me">https://nsuproctor.youcanbook.me</a>.</p>
<p><b>CUC - Pierre</b>          Address: 925 E Sioux Ave.          Phone: (605)773-2160          Email: <a href="mailto:sdsu.cuc@sdstate.edu">sdsu.cuc@sdstate.edu</a></p>	<p><b>University Center-SF (Sioux Falls):</b> Testing and Resource Center          Testing Center @ University Center          University Center North (Administration Building)          Address: 4801 N Career Ave. Room 211          Phone: (605) 367-5641          Fax: (605) 782-3212          E-mail: <a href="mailto:testingcenter@sduniversitycenter.org">testingcenter@sduniversitycenter.org</a></p>
<p><b>SDSU:</b> Testing Center          Testing Center          South Dakota State University          Address: 1100 College Avenue Box 2204          Brookings, SD 57007          Office: (605) 688-4499          Fax: (605) 688-6548          E-mail: <a href="mailto:sdsu.testing@sdstate.edu">sdsu.testing@sdstate.edu</a></p>	<p><b>BHSU: Rapid City Testing Center</b>          Address: 4300 Cheyenne Blvd          PO Box 250 · Rapid City, SD 57709          Office: (605) 718-4193          Fax: (605) 718-4021          E-mail: <a href="mailto:UCRCtestingcenter@sdbor.edu">UCRCtestingcenter@sdbor.edu</a></p>
<p><b>USD:</b> The Division of Continuing &amp; Distance Education          The University of South Dakota          Address: 414 E Clark St, McKusick Center, #211          Vermillion, SD 57069          Phone: (605) 677-6240 or (800) 233-7937          Fax: (605) 677-6118          E-mail: <a href="mailto:TestingCenter@usd.edu">TestingCenter@usd.edu</a></p>	<p><b>DSU:</b> Office of Online Education          Phone: (605) 256-5049          E-mail: <a href="mailto:proctor@dsu.edu">proctor@dsu.edu</a></p>