



## Proctoring Request Form

**Name:** \_\_\_\_\_

**Class course code:** \_\_\_\_\_ **Class Title:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Instructor Name:** \_\_\_\_\_

**Format:**      In-person      Zoom

Requested date(s) and time(s): \_\_\_\_\_

Is it open-note/book?      YES      NO

**Proctoring Hours: Monday through Saturday 9 am – 4 pm.**

Please send requests to [pihmaproctoring@pihma.edu](mailto:pihmaproctoring@pihma.edu). \*If it's for a Friday or Saturday, also copy your request to Dean David Myrick [dmyrick@pihma.edu](mailto:dmyrick@pihma.edu). You will receive a response within 24 hours.

Ask your instructor to either have the online exam unlocked for you or to send the hard copy of the exam to [pihmaproctoring@pihma.edu](mailto:pihmaproctoring@pihma.edu) by the testing date.

### PIHMA Proctoring Policy

Academic integrity speaks to the reputation of Phoenix Institute of Herbal Medicine and Acupuncture. Ensuring academic integrity in an online environment is just as important as ensuring academic integrity in a campus environment. Taking measures to protect this integrity is in the best interests of PIHMA and its students, alumni, and faculty.

Online proctored assessments require use of a computer, webcam, and internet access. A student who does not own a personal webcam may use one at a local library, recreation center, or similar facility.

### Before the Test

Proctor will consult the instructor to find out what, if any, additional materials students are allowed to access during the exam. Ask specifically about electronic devices, calculators (including the specific kind of calculator), notes, textbooks, and other course materials. In addition, ask about any student-specific policies (e.g., disability accommodations).



## Protocols for In-Person Proctoring

- Ask students to turn off all non-permitted electronic devices and to store all unauthorized materials (such as study materials and electronic devices) inside closed bags or a comparable secure and non-visible storage location.
- Student should be monitored in a quiet, private location.
- Student may not take breaks during the exam unless specified by disability accommodations.

## Protocols for Online Proctoring

- The proctor must be present when the student launches the exam through the entirety of the attempt.
- The student's camera needs to be on.
- The student's full face should be in view of the camera. Partial face visibility is unacceptable.
- No blurred or virtual backgrounds are permitted.
- Mic needs to be on throughout the duration of exam to be certain that the student does not receive any outside assistance while taking the exam.
- Cellular devices should be turned off.
- Student needs to use the camera to show the proctor their desk is clear of all books, course materials, papers, and cell phones.
- Student may not take breaks during the exam unless specified by disability accommodations.
  - Indoors: You must test indoors in a walled environment.
  - Privacy: You must have a private space, preferably with a single closing door. No people can be present in the room while you test. If your testing room does not have a door, you can block the entrance with a bed sheet.
  - Lighting: Your testing environment must be well-lit.
  - Quiet: Your room must be free of background noise.
  - Workspace: Your computer must be placed on a clutter-free table or desk. You cannot test with your computer in your lap.
  - Free from distractions: The room must be as uncluttered as possible. Your workspace and the surrounding area must be free of:
    - Reference materials, scratch paper, pens/pencils, notepads, or language dictionaries
    - Calculators
    - Cell phones, smart watches, tablets, or other electronic devices
    - Headphones, earbuds, or any in-ear device
    - Baggage, handbags, purses, wallets, or briefcases
    - Food or beverages
    - Tobacco or other smoking products If the room you plan to test in has other screens (such as a television), a bookcase, or clutter, please cover these areas with a bed sheet.

If the student does not comply with these protocols or displays dishonest behavior, the proctor can end the session, and the test becomes invalid. The instructor will be contacted and provided a write up of the broken protocols or dishonest behavior observed.

