

STUDENT INFORMATION

In order to keep our records up to date, we ask that you please provide us with the following information. This provides us with the current information that is necessary for the accurate distribution of handouts, assignments, exams, etc. This form is required for registered students of all courses, regardless of course delivery format.

Proctor eligibility and requirements can be found on the following page.

*Fill in boxes below by downloading, using Fill & Sign tools, and typing and tabbing through.
Then save and/or print.*

SECTION 1: STUDENT INFO

All students are required to provide the following current information.

Semester: _____ Year: _____
Student Name: _____
Street Address: _____
City/State/Zip _____
Employer: _____ Employer Location: _____
Daytime Telephone Number: _____ Home: ☐ Work: ☐
Lehigh email: _____ Alternate email: _____

SECTION 2: PROCTOR INFO

If you are using an outside proctor, please complete all information below.

If you are using a Distance Education/Lehigh University liaison, you only need to provide their name below.

If you know your course is eligible and you have created a ProctorU account, please write "ProctorU" under Proctor Name.

Proctor Name: _____ Position/Title: _____
Phone: _____ Fax: _____ Email: _____
Company: _____
Street Address: _____
City/State/Zip _____

Please return to Distance Ed via:

EMAIL: distance@lehigh.edu OR FAX: 610-758-4190

MAIL: Lehigh University, Office of Distance Education, Jordan Hall, 115 Research Drive, Bethlehem, PA 18015

EXAM PROCEDURES

PROCTOR GUIDELINES AND RESPONSIBILITIES

The Office of Distance Education (ODE) is responsible for the coordination of course-related homework assignments and examinations as well as the coordination and verification of designated proctors for students enrolled in distance courses. To ensure programmatic integrity and fairness to all Lehigh students, it is required that distance education course exams are proctored in accordance with established Lehigh University distance education guidelines. It is your responsibility to identify and obtain a proctor to monitor any course exams. The eligibility of the proctor will be reviewed and approved by the Office of Distance Education.

Applicable sections of Lehigh's Student Conduct System are in effect for all areas of academic programs, including examinations: https://studentaffairs.lehigh.edu/sites/studentaffairs.lehigh.edu/files/offices/conduct/docs/Lehigh_Student_Handbook.pdf

PROCTOR ELIGIBILITY GUIDELINES

Work-site Proctor

- Proctor may not be a company subordinate or be in the same lateral organizational position as the student. Proctor must not report to the student in any manner.
- A manager, supervisor or human resources employee is required.

Outside Proctor

- If proctor at work is not possible, it is suggested that you contact a local educational institution or library for assistance. Other school's distance education offices are also recommended.
- Proctor may not be related to student (ex: spouse, parent, sibling, in-law) nor be a fellow student or acquaintance (neighbor, etc.).

PROCTOR RESPONSIBILITIES

- Exams will be sent directly to proctor, usually via e-mail, and must be kept in secure location until administered.
- All student information, specifically relating to Lehigh University courses and assignments, must be kept confidential at all times. Please ensure all documents and files handled/accessed as part of proctoring Lehigh University, Office of Distance Education online course examinations are kept in a secure location until the exam is administered and returned according to the required provisions submitted with the exam.
- Included with the exam will be a course roster, proctor verification form, proctor instructions, and a student verification form.
- Proctors will use photo identification to verify student's identity.
- Proctor will administer the exam in accordance with the guidelines/instructions included with every exam.
- By signature on a verification sheet, proctor will certify that the exam was administered in accordance with guidelines.
- Completed exams, proctor verification and student verification forms are to be returned immediately up exam completion.
- Some instructors require exam return via overnight mail. If not possible for the proctor to do so, student may return the exam personally as long as the proctor first places the exam in an envelope and seals securely with a tamper-resistant sealing label provided to the proctor by the Distance Education office.
- **Do not give a copy of the completed exam to the student (unless they are sending it overnight and the security label has been affixed).**
- Some instructors require exams be returned by fax or email. **Students are not allowed to fax or email back their own exams.**
- **Do not email the student a copy of the completed exam.**
- **Do not copy the student on any email that contains a copy of the completed exam.**
- Lehigh University is not responsible for any expenses incurred for returning exams.

STUDENT RESPONSIBILITIES

- Students are responsible for obtaining an eligible proctor or verifying with identified company proctor.
- Students are responsible for scheduling exam time with their proctor.
- Students must show photo ID.

- Some instructors require exam return via overnight mail. If not possible for the proctor to do so, student may return the exam personally as long as the Proctor first places the exam in an envelope and seals it securely with a tamper-resistant sealing label provided to the proctor by the Distance Education office. **Lehigh University is not responsible for any expenses incurred for returning exams.**
- **Students are not allowed to fax or email back their own exams.**
- If your proctor changes for any reason during the semester, please contact ODE immediately.
- Lehigh University Rules of Student Conduct and Academic Integrity must be followed.
 - Cheating: This includes but is not limited to:
 - The use of any unauthorized assistance in taking quizzes, tests, or examinations.
 - The possession at any quiz or examination of any articles which are prohibited will be regarded as evidence of responsibility
 - The dependence upon the aid of sources beyond those authorized by the instructor in completing examinations.
 - Plagiarism: This includes but is not limited to:
 - Submitting the work of another as your own in any assignment (including papers, tests, labs, homework, computer assignments, or any other work that is evaluated by the instructor). This would only apply to materials channeled through an exam proctor for delivery to Lehigh.

Online students on LU campus: Along with all other online students, it is the student's responsibility to identify and obtain an independent proctor, the eligibility of which is then reviewed and approved by ODE. Their academic department coordinator or faculty advisor may be an option. (NOTE: some large enrollment online courses that are held each semester usually designate a proctored exam site on LU campus for on-campus students in the course. Students that are eligible will be notified.) Please see above for Proctor Eligibility Guidelines.

International Students

Most Distance Education students located in the U.S. use a work supervisor or HR representative as a proctor for their exams, and this preferred method works well. Other alternative resources could be local colleges and community colleges, especially those with distance education programs or who offer online courses. We find many of those offices, as we do ourselves, provide this service. Some may charge a small fee for the service.

If no other alternative is available, and for all international students, ProctorU proctoring service can be utilized for some courses. ProctorU is a live online proctoring service that replicates the traditional proctoring experience. The proctors can see and talk to you through the process and can also answer any technical or service questions you might have. Creating a ProctorU account is easy. Simply visit go.proctoru.com. You will need to schedule your proctoring session at least 72 hours in advance of your exam date to avoid any additional on-demand scheduling fees.

ProctorU also provides free technical support. To get set up for your exam, test your equipment in advance and learn how the process works – www.proctoru.com/testitout. ProctorU requires a high speed internet connection, a webcam, a Windows or Apple operating system, and a government, business or school photo ID for identity authentication. Without any one of these, you will be unable to use ProctorU.

Online Courses

In online courses, as on campus, Lehigh University Rules of Student Conduct and Academic Integrity are in effect, covering any form of cheating or plagiarism.