

<i>Policy: Administrative</i> Staff Proctoring Restriction	<i>Issued:</i> 8/31/2010	<i>Revised:</i> 4/22/2024	<i>Page 1 of 1</i>
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The proctoring of examinations, quizzes, and other secure assessments does not fall into the traditional scope of staff job responsibilities, and being asked to serve as proctors may distract staff members from carrying out their assigned duties. Staff members are not adequately informed about proctoring and secure examination environment requirements, nor are they trained on the proper steps to follow if cheating is suspected. Staff members should not be put in a position where they become involved in academic misconduct hearings.

For these reasons, all electronic or paper-based examinations, quizzes, or other proctored assessments administered on the Omaha or Phoenix campus must be proctored by individuals with a faculty appointment. Under no circumstances may members of the professional or secretarial staff proctor examinations, quizzes, or other secure assessments. Professional staff in the Office of Academic and Student Affairs with a faculty appointment are allowed to proctor. Additionally, staff in the Office of Student Accessibility Services who are trained in proctoring are also allowed to proctor.

If a faculty member is unable to supervise an individual student, group of students, or an entire class taking an examination, quiz, or other proctored assessment, the instructor may make arrangements with faculty colleagues to serve as proctor(s) for that assessment.

Reviewed by School Administration on 8/17/10

Approved by Bylaws, Policies and Procedures Review Committee on 8/31/10

Approved by SPAHP Administrative Committee on 1/25/24

Approved by Bylaws, Policies and Procedures Review Committee on 4/22/24