In an effort to make the Nursing Program at Mid Michigan Community College as user-friendly and flexible as possible students are allowed to have examinations proctored if it would be burdensome for those exams to be taken on campus. To assure the integrity of our online programs, proctored examination procedures must be followed in a rigorous and professional manner. Any deviation from the procedures may invalidate the examination and result in a failing grade. Please read the following information carefully before agreeing to serve as a proctor for a Mid Michigan Community College student........

- The student must identify himself or herself with a photo ID to the proctor at the time of the examination.

- The proctor must be able to receive an examination proctor code through email to allow the student entrance to an online exam or receive a written exam by mail when applicable.

- The proctor must insure that the student understands any instructions or directions pertinent to the exam or activity.

- The student should not have access to any books, notes, or other material not specified by the examination.

- The proctor must personally observe the student throughout the examination period and attest to the integrity of the student's work. The proctor cannot appoint another person to proctor.

- The student is not allowed to have a copy of the examination or to make a copy of the examination or any part of it.

- When the exam is finished, the proctor must collect all examination materials (if applicable) including any work paper, place them in the pre-addressed, postage-paid envelope, sign the envelope seal and mail the envelope within 24 hours to the course instructor.

If you feel that you cannot personally proctor the examination or activity given these procedures, please decline the student's request. If you choose to accept this responsibility, please indicate your acceptance by completing, signing, and delivering to MMCC Distance Education a copy of the Proctor Contract below. Mid Michigan Community College appreciates your rendering this important educational service to our Nursing student.
Examination
Proctor's Contract
Proctor Information

(Print Legibly)

Name
Position
Name of Institution
Business Address
City, State, Zip
Telephone Number
Fax Number
Email Address

I agree to proctor examinations and other related course activities for the student identified below who is doing coursework at Mid Michigan Community College. I will see that this student undertakes the examinations honestly and according to directions.

Student Name: ___________________________________

Course Name: ___________________________________

I understand that I will not be paid for this service, but will proctor these examinations and activities as a public service to the student and to MMCC.

I furthermore accept the fiduciary responsibility for proctoring MMCC examinations and activities according to the procedures outlined above.

Date of Acceptance: ______________________________

Signature of Proctor: ______________________________