



GCS Instructions for Proctored Exams

We require students to use a proctor while taking exams in at least five of our courses. Students may do this in either of two ways:

- 1) While being watched on video, or
- 2) While being supervised by a third party.

Procedures for video proctoring

1. The student must send us, in advance, a color copy of a government-issued form of identification. This may be a digital photo or a scan sent to us electronically, or a photocopy sent to us in the mail.
2. The student sets up an appointment to take the final exam. The instructor will (based on which personnel are available at that time) inform the student which Skype name to contact, or other contact information needed.
3. The student initiates the video connection.
4. The proctor will explain the way that the proctoring works. The microphone and video of the student stays on, but the video of the proctor will be turned off.
5. When the test is over, speak to the proctor. If the proctor does not respond, send the proctor a message saying that the test is done.
6. For detailed instructions to the student, see the *Academic Catalog*, section

Procedures for the student to set up third-party proctoring

1. If a student does not wish to be proctored by video, the student should inform us that he or she wishes to be proctored by a third party. The student must select the person and verify that the person is willing and able to proctor the exam during the approximate time period in which the exam must be taken.
2. The proctor may be a librarian, a professional educator (a teacher or administrator from primary, secondary or tertiary schools), or an ordained person who is not in the same congregation as the student.
 - a. The person cannot be related to the student by marriage or by birth.
 - b. The proctor cannot be under the supervision of the student in any capacity, either on the job or in the church. (However, the proctor may be a supervisor over the student.) Pastors cannot be proctored by anyone in the congregations they pastor.
3. Once the student has identified a possible proctor, the student must send us the proctor's name, qualification (e.g., schoolteacher or pastor), email address and phone number. The proctor must have an employer-issued email address; accounts at



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yahoo and gmail, for example, are not acceptable. We must be able to visit the website that corresponds to the email address of the proctor to verify the identity and validity of the proctor.

4. GCS will contact the proctor to verify that the person meets the qualifications, and is willing to proctor the exam during the time period that the exam should be completed.

5. GCS will notify the student whether the proctoring arrangement is acceptable, and if so, will leave it up to the student to set up a more specific time for the exam. This will most likely be done about a week before the exam. The student must send the instructor and the proctor an email confirming the appointed time, location, and which computer will be used.

6. GCS will send further instructions to the proctor.

7. The student will show up at the appointed time, show some form of government-issued identification, and take the exam. All programs on the computer should be closed except for the internet browser and a word-processing program, with only a blank document being open. (Turn off email notifications, etc.) Unless the exam instructions specifically allow the student to use other websites, only one window or tab may be open on the browser, and that is the GCS class website on which the exam is being taken.

8. The proctor does not have to watch every minute, but must be able to see the computer monitor at all times, and to be able to see if the student accessed any unauthorized materials while taking the exam.

If you have any questions, please contact the registrar at 626-650-2309 or registrar@gcs.edu