**University of Nebraska Medical Center**

**Medical Laboratory Science Program**

**Degree Advancement Option (DAO)**

**Proctor Responsibilities for Degree Advancement Students**

The BSMLS Degree Advancement Option (DAO) at the University of Nebraska Medical Center provides a way for working medical laboratory technicians to obtain a baccalaureate degree through distance learning technology. The DAO is intended for people interested in completing their degree while they continue to work as medical laboratory professionals without having to leave their own community to attend on-campus classes.

A vital feature of the DAO is the support provided by volunteer program proctors. The DAO would not be possible without the assistance and dedication of our proctors. The purpose of the proctor is to guarantee a secure online testing environment for program participants.

###### Proctor Requirements

All proctors must meet the following criteria (in order of priority):

1) Supervisor/Educator experience

2) Baccalaureate degree, preferably in Clinical Laboratory Science/Medical Laboratory Science/Medical Technology or other healthcare-related field

Any deviations from these criteria require approval of the DAO Admissions Committee.

###### Proctor Responsibilities to the Student and Program

Throughout the student’s enrollment in the DAO program, the proctor may be called upon to:

* Proctor quizzes, exams and/or any required remedial work at a mutually agreeable time and location for the proctor and the student. (Arrangements for alternative proctors may be made, but all proctors must be approved by the UNMC MLS Administration.)
* Revisit the Agreement of Expectations as needed.
* Provide verbal and/or written feedback evaluating presentations or demonstrations given by the student.
* Inform the UNMC MLS program of any significant problems that develop which require faculty attention, knowledge, or consultation.

###### Student Responsibilities to the Proctor

Throughout the student’s enrollment in the DAO program, the student will:

* Provide program advisors with the proctor’s contact information when applicable.
* Notify the proctor of any course activities that require their participation at the start of each enrolled semester.
* Initiate scheduling and coordination of activities at a mutually agreeable time and location for the proctor and the student.

###### Program Responsibilities to the Proctor

Throughout the student’s enrollment in the DAO program, the UNMC MLS program will:

* Provide the proctor with appropriate evaluation forms and instructions for their completion when applicable.
* Coordinate with the proctor for delivery of testing materials.
* Provide instructions for exams, remedial work or other assignments that require proctoring.

**Proctor Guidelines**

Proctoring of Exams/Practicals/Graded assignments

All exam proctors must be approved by the UNMC MLS Administration. If a student’s approved preceptor/proctor is unable to proctor an exam and requests someone at their facility to substitute for them, UNMC must be notified in advance. Prior to taking the exam, an email including the name of the substitute proctor, their title, email address, phone number and brief explanation of their supervisory experience must be sent to the faculty advisor. MLS administration approval/non-approval of the substitute proctor will be sent to the student’s preceptor prior to scheduling the exam.

Faculty advisors will send preceptors/ proctors all passwords needed for any course in which the student is currently enrolled. **These passwords should never be shared with the student to protect the integrity of our exams.** The degree advancement option (DAO) student will need to make arrangements with their preceptor/proctor to schedule each exam session. As the student pulls up the exam in Examplify, the proctor needs to enter the appropriate password and then proctor the exam as the student completes it.

Students should not leave the testing area with any printed materials generated during an exam, unless specifically stated in the instructions. If something needs to be faxed, we prefer that the preceptor/proctor fax those materials. The student will then notify both the faculty advisor and the faculty contact for the course that the proctored exam has been completed.

The proctor will provide a writing utensil and scratch paper to the student while taking exams. Students should record their answers to the exam on the provided scratch paper. These items are to be returned to the proctor before leaving the testing area. In the event that there is a problem with Examplify and their answers are unable to be submitted, the preceptor/proctor can fax the scratch paper to the course instructor. If there is no problem in submitting the results on Examplify, the student will give the scratch paper to the proctor who will destroy it. Students will use the calculator available in the Examplify software.

After a student finishes his or her exam, the student must show you **this screen** on his or her computer before they can leave the testing area.



Students will not be permitted to have certain personal items or academic material near their seats while taking exams, unless approved for use during the examination. Examples include, but are not limited to the following:

a. Cellular telephones; electronic devices other than what is required to utilize examination software, such as personal smart devices (e.g., smart watches), recording or filming devices

b. Coats, jackets, headwear, backpacks, book bags, briefcases

c. Books, notes, study materials

If the computer malfunctions while the student is taking an exam, the proctor should attempt to log back in using the password when reconnected. If this does not work, immediately contact either the course faculty contact(s) or faculty advisor via phone. They will try to resolve the issue or send the exam by email to be taken by hand and faxed when completed.

Any student who abuses the testing guidelines will be asked to: submit the unfinished examination along with any scratch paper, writing utensils, etc. to the proctor; exit Examplify; eave the examination area. The proctor will notify the appropriate UNMC faculty contact and faculty advisor. The proctor will be sent an Unprofessional Behavior Documentation Form, asking that it be signed by the student, and returned to the UNMC faculty advisor. A conference with a UNMC program official will follow. This form then becomes part of the student’s permanent record and may be grounds for dismissal from the Medical Laboratory Science Program.

## BSMLS DAO Proctor Agreement Form

I hereby agree to serve as a proctor for the applicant listed below during their enrollment in the BSMLS Degree Advancement Option at the University of Nebraska Medical Center.

I agree to perform the following services on an “as needed” basis when sufficiently notified by the student or program faculty and staff:

* Proctor quizzes, exams and/or any required remedial work at a mutually agreeable time and location for the proctor and the student, or make arrangements for another proctor approved by UNMC.
* Review the Agreement of Expectations once a year
* Provide verbal and/or written feedback evaluating presentations or demonstrations given by the student.
* Inform the UNMC MLS Program of any significant problems that develop which require faculty attention, knowledge, or consultation.

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Student Name Typed or Printed

I verify that I meet the proctor requirements. I agree to provide a resume or CV and my contact information below for use by the student and the program faculty and staff.

**Proctor Information**

NAME:

Typed or Printed

Signature Date

CREDENTIALS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE:

PLACE of EMPLOYMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK ADDRESS:

City:

State: Zip:

WORK PHONE:

(Include area code and extensions if applicable)

WORK EMAIL:

Do you have recent experience as a supervisor/educator?  Yes  No

What is your highest degree completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_