

The Office of Teaching and Learning

New England Institute of Technology Accuplacer and Kaplan Proctor Policy

Policy Statement:

The Office of Teaching and Learning (OTL) at the New England Institute of Technology (NEIT) requires that the highest level of academic integrity be maintained in all courses. In order to uphold these standards, all online placement assessments are supervised by a proctor.

Any change to these regulations requires the advance approval of the Academic Skills Center.

Proctor Description

A proctor is a person who supervises the taking of an assessment to facilitate fairness and integrity. A proctor is an individual who agrees to receive your assessment password from the Academic Skills Center and administer the assessment to you in a suitable environment. A proctor will certify in writing or through e-mail to the Academic Skills Center that an applicant completed the assessment according to all the specified directions provided.

What are the applicant's responsibilities?

- The applicant is to select a proctor and email the Academic Skills Center with the name of the person selected, their credentials and contact information. bdessaint@neit.edu or jgauthier@neit.edu
- Applicants are requested to make an appointment with the proctor to take the assessment within the time frame recommended by the Academic Skills Center.
- The applicant is responsible to meet all assessment deadlines.
- The applicant is responsible for all proctor fees (if any).

The following may serve as proctors:

- University/College Testing Center, Private Testing Center, NEIT Representative
- School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
- Human Resource Manager, Training Director/Officer
- Minister, Priest, or Rabbi of an established church, temple, mosque.
- Ranking Military Official or training coordinator
- Others, as approved by the Academic Skills Center

Unacceptable proctors include:

- The individual you select to serve as your proctor must have no vested interest in your doing well on your assessment such as your supervisor, co-worker, neighbor, relative, friend, student, or anyone with a conflict of interest.

What are the proctor's responsibilities?

- The proctor must complete a Proctor Agreement form and either fax (401-886-0736) or e-mail it to the Academic Skills Center bdessaint@neit.edu or jgauthier@neit.edu
- The proctor must have a valid and working email address and a computer with high speed internet access.
 - Internet Explorer 11+, Microsoft Edge 16+, Firefox 59+, Chrome 66+ if MAC, Safari 11+, Acrobat Reader 6.0+. Pop ups from Accuplacer must be allowed on the computer used during the test. Proctors must run the System Requirements check as shown on page 4 to ensure the platform will run properly.
- The proctor will receive the username for the online assessment from an ASC official and must keep it secure. Accuplacer will send a temporary password to the Proctor.
- Proctors must pass the ACCUPLACER Certificate of Test Administration (ACTA) brief assessment prior to administering an Accuplacer Exam.
- The proctor will ensure the identity of an applicant by requiring official (or government issued) picture identification such as a license or military ID.
- The proctor may not allow the applicant or others to view or access the assessment except the applicant during the assessment period.
- The proctor must insure that the assessment **not be downloaded copied or printed**.
- The proctor will provide a quiet, conducive environment and is to maintain in proximity with and will observe the applicant during the entire assessment period to ensure the applicant completes the assessment according to the instructions provided.
- The proctor must email the Academic Skills Center when the applicant completes the assessment.
- The Academic Skills Center will follow-up with the applicant within 3 business days of the electronic submission of the assessment.

Proctor Agreement Form

Thank you for your willingness to serve as a proctor for a NEIT applicant. Please review the Accuplacer and Kaplan Proctor policy provided with this form. If you meet the qualifications and are willing to assume the responsibilities, please sign and submit this agreement form with a cover sheet to the **attention of the Academic Skills Center at NEIT by fax at (401 886-0736)**. Should you have questions before, during, or after the assessment, please call **(800-736-7744 ext 3416 or 1-401-467-7744)** or e-mail bdessaint@neit.edu or jgauthier@neit.edu. If the assessment is taken outside normal college hours, . 9:00a.m. to 8:00p.m.M-R; 9:00a.m. to 4:00p.m.F and 9:00a.m. to 1:00p.m. Saturday no technical support will be available

APPLICANT INFORMATION (Please print or type)

Last Name	First	NEIT Student ID (as provided by admissions)
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Phone	Email
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PROCTOR INFORMATION

Last Name	First	Middle Initial
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Title (If active military, indicate rank)

Degree Earned	College Name
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Employer

Business Address	City	State	Zip
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Email	Work Phone () -
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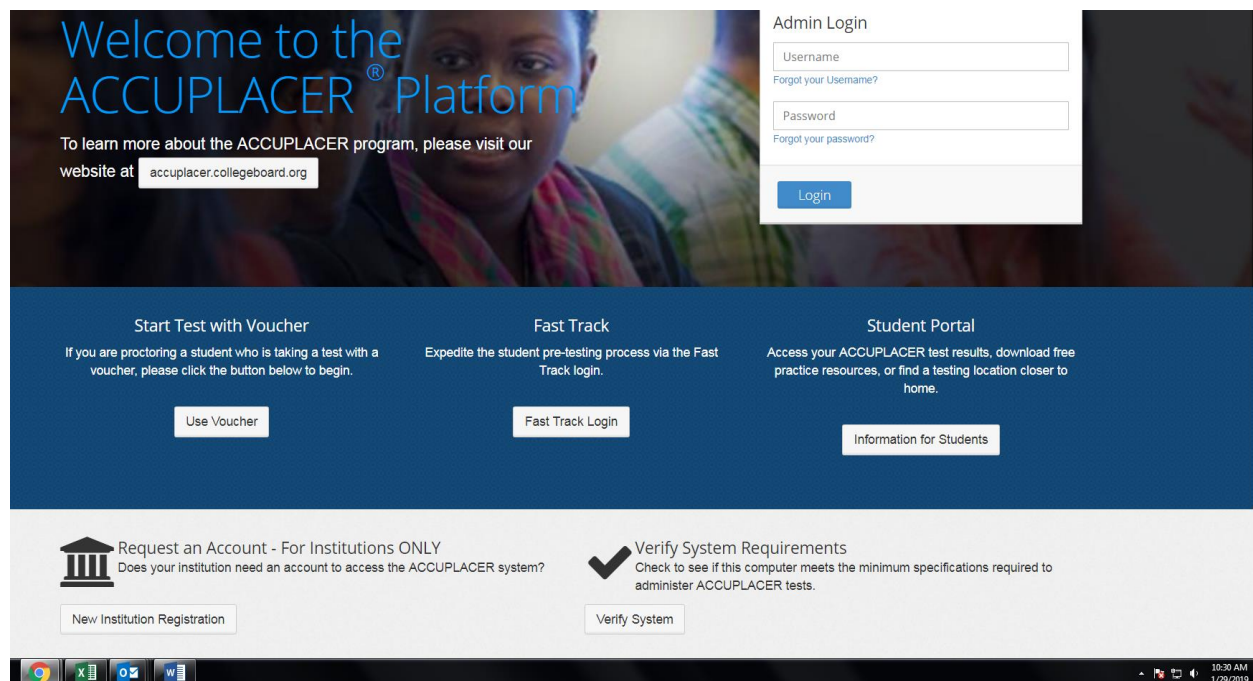
Professional Relationship to Applicant

I hereby certify I meet the requirements of a proctor. As an authorized assessment proctor, I agree to adhere to those responsibilities and procedures outlined in the Online Assessment Proctor Policy when administering the assessment. Most importantly, by my signature below I attest that I will only allow the applicant to access his/her assessment in my presence and that I will remain in proximity during the taking of this assessment. I will close applicant access to the assessment at the completion. I also agree that NEIT may contact me for verification purposes and I grant permission for NEIT to verify my credentials.

Proctor	Signature Date
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If the applicant is suspected of cheating, or if you have any questions or concerns regarding proctoring, please call the Assessment and Placement Office in the Academic Skills Center toll free: 1-800-736-7744 ext. 3416 or 1-401-467-7744 or Email: bdessaint@neit.edu or jgauthier@neit.edu

Be sure to run System Requirements check on the testing computer. All options must pass, including unblocking pop-ups from <https://www.accuplacer.org/>



The screenshot shows the ACCUPLACER Platform homepage. At the top, a banner features a woman's face and the text "Welcome to the ACCUPLACER® Platform". Below this, a link directs users to the ACCUPLACER program website at [accuplacer.collegeboard.org](https://www.accuplacer.org/).

On the right side, there is an "Admin Login" section with fields for "Username" and "Password", and links for "Forgot your Username?" and "Forgot your password?". A "Login" button is located below these fields.

The main content area is divided into three columns:

- Start Test with Voucher:** "If you are proctoring a student who is taking a test with a voucher, please click the button below to begin." Below this is a "Use Voucher" button.
- Fast Track:** "Expedite the student pre-testing process via the Fast Track login." Below this is a "Fast Track Login" button.
- Student Portal:** "Access your ACCUPLACER test results, download free practice resources, or find a testing location closer to home." Below this is an "Information for Students" button.

At the bottom, there are two sections:

- Request an Account - For Institutions ONLY:** "Does your institution need an account to access the ACCUPLACER system?" Below this is a "New Institution Registration" button.
- Verify System Requirements:** "Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests." Below this is a "Verify System" button.

The bottom of the screenshot shows a Windows taskbar with icons for Chrome, Excel, Outlook, and Word, and a system clock indicating 10:30 AM on 1/29/2019.