Online Course Proctoring
College of the Redwoods
DRAFT Feb 2014

Instructors of online classes are encouraged to have proctored exams, especially for high stakes exams, to improve student authenticity. Proctoring is performed for all enrolled students by College of the Redwoods personnel in the Learning Activities Center of the Learning Resource Center at the Eureka, Crescent City, and Fort Bragg campus sites.

Students distant from a CR testing site may use a proctor not affiliated with the College who meets any of the following criteria: librarian, testing coordinator, administrator, or teacher at an elementary school or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable. These or other alternatives must be approved by the instructor and supervising administrator.

It is the student’s responsibility to make arrangements with the proctor using the CR “Student/Proctor Agreement Form” and to pay all costs for proctoring.