



Ohio Administrative Code Rule 3357:15-13-33 Proctored Testing.

Effective: May 29, 2020

(A) Proctored testing may be offered using the following options:

- (1) In-person proctoring using the colleges testing centers or an off-site location;
- (2) Virtual proctored testing using college-approved testing software.

(B) Students enrolled in web 2, web 3, or web 4 courses who do not have access to a Stark state college (SSC) facility are required to obtain a proctor to administer tests. It is the responsibility of the student to secure an acceptable proctor, the testing location, and to pay any costs associated with the tests. SSC does not reimburse proctors for their time. Off-site test proctoring procedures for Stark state college students, web 3 off-site test proctoring information form, and off-site test proctoring agreement form for Stark state college students can be found on [mystarkstate](#) under the faculty/advisors tab and in the learning management system (LMS). If the instructor offers a virtual proctored testing option, the student will be responsible for the cost of any required equipment (e.g., a webcam) and other costs. Students will always have the option of in-person proctoring.

(C) Proctors may be any of the following:

- (1) Education official, counselor or teacher at a two-year college, university, elementary, or secondary school
- (2) Librarian
- (3) Workplace education or staff director or human services training director
- (4) Test administrator
- (5) Education services officer (military) or any commissioned officer of higher rank than the student



(D) Proctors may not be:

- (1) A current Stark state college student
- (2) A relative of the student
- (3) A resident of the same address as the student
- (4) A personal friend of the student
- (5) A direct supervisor of the student
- (6) A co-worker of the student
- (7) An employee of the student
- (8) Anyone whose position or relationship may present a conflict of interest

(E) Virtual proctored testing requires:

- (1) A PC-based computer or Mac
- (2) Built-in or student-purchased webcam
- (3) High-speed internet access
- (4) College-provided software

(F) Chromebooks, tablets, and smartphones cannot be used for virtual proctored testing.