



MATHEMATICS DEPARTMENT

Concurrent Enrollment ALEKS PPL Proctor Information

Thank you for your interest in becoming an ALEKS PPL proctor for your school! You are providing a great service to your students. Before you fill out the form to become a proctor, please read through the following information and certify that you are able to fulfil the guidelines and that you will uphold the highest ethical standards.

Who can be a proctor? (*A person should NOT agree to proctor exams if they have an overly restrictive schedule.*)

- Principal
- Vice-Principal
- School Counselor

Math teachers and current high school students are not eligible to proctor the ALEKS PPL exam. We also prefer that you do not proctor an exam for a close family member (child, grandchild, niece, nephew, etc.). In situations where this is not possible, we recommend that you have multiple students testing at the same time as your family member as this might help remove any question of impropriety.

Proctor Responsibilities

- Request an access code 48 business hours prior to administrating the exam.
- Uphold the highest standard of honesty and integrity and help students do the same.
- Read exam instructions to the student verbatim.
- Monitor the examinee while they are testing.
- Record & report any suspected cheating incidents.

Proctor Certification Terms

Proctors are responsible for upholding the highest ethical standards and guidelines as set forth by Snow College and their school district. Proctors will schedule exams and request access codes with at least 48 business hours' notice, monitor the examinee, and record and report any suspected cheating incidents. Proctors will ensure the exam is provided under the following terms.

- Administer exams only at your school, never at your home or a student's home.
- Verify the identity of the student with a photo ID before administering the exam.
- Ensure that the student does not use a student-owned computer or laptop. Only district-owned computers should be used for exams.

- Prior to administering the exam, verify that LockDown Browser is installed on each computer and used for each exam.
- Make sure that an up-to-date web browser is installed on each computer that will be used. If a computer will be used to proctor exams for multiple students, please turn off all of the web browser's "Autofill" options so students are not provided the answers submitted by a previous student.
- Do not allow the student to use materials other than a pen or pencil and scratch paper. This includes other computer programs or websites and calculators. Electronic devices such as cell phones and MP3 players should be turned completely off and may not be used during exams.
- Do not allow the student to leave the testing premises during the exam.
- Remain in the room with the student until the exam is completed and submitted.
- Ensure that students wait the required 24 hours between ALEKS PPL attempts during which time they are expected to spend time reviewing material in the ALEKS program.

How Do I Proctor an Exam ?

1. Select a day to administer the ALEKS PPL exam that works for your schedule and that of the students(s). It is recommended that you choose 2 to 3 days a *month* maximum to administer the ALEKS PPL exam to students. You are NOT expected to spend time every day proctoring these exams!
2. Complete the Access Code Request Form and email to Lorie Hughes at lorie.hughes@snow.edu to request an access code at *least* 48 business hours before you wish to give the exam. The access code is only valid for 24 hours after it has been assigned so you will not be able to use previous codes.
3. When the student(s) arrive, have them put away everything but the allowed materials. (Pencil or pen and blank or lined paper.)
4. Have the student log into BadgerWeb and then into the ALEKS program.
5. When the student selects the exam s/he will be prompted to enter an access code. This is where you will need to type in the access code you received by email. Do not give the access code to the student(s).
6. Stay in the room with the student(s) during the entire exam and observe the student(s) as s/he takes the exam.
7. If the student attempts to use any type of material not allowed by the instructor, you should report the incident to Lorie Hughes (lorie.hughes@snow.edu).

*NOTE: The mathematics department at Snow College requires a **minimum** of 24 hours between ALEKS PPL attempts with a minimum of 3 hours working in the Prep and Learning Modules. Most students will benefit from spending significantly more time working in the program. For more information on ALEKS visit https://www.snow.edu/academics/science_math/math/aleks/index.html*



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If you find that you can meet the above expectations, please fill out the Proctor Application Form and email it to Lorie Hughes at lorie.hughes@snow.edu.

You will receive an email notification that you have been accepted as a proctor for Snow College within 48 business hours of your application.

Proctor Application Form

First Name	<input type="text"/>	Last Name	<input type="text"/>
Job Title	<input type="text"/>	School	<input type="text"/>
School Address	<input type="text"/>	City	<input type="text"/>
School Phone	<input type="text"/>	Cell Phone	<input type="text"/>
School Email	<input type="text"/>		

Are you willing/able to be a proctor for students in your area who have graduated from high school and need to test to place into a math class at Snow College?

Yes No

(If you select yes, your name will be put on a list of proctors that prospective students in your area can contact to come to your school and take the ALEKS PPL exam rather than driving to either the Ephraim or Richfield campus testing centers.)

I have read and agree to the Proctor Certification Terms

Signature: _____



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Access Code Request Form

Complete this form to request an access code. Send completed form to Lorie Hughes at lorie.hughes@snow.edu. Please plan up to 48 business hours for your request to be processed.

First Name

Last Name

School

Email

Name(s) of student(s) requesting to take the ALEKS PPL Exam.

Date Requested (may take 48 business hours to process request)

Time of Exam

Note: You will have exactly 24 hours to administer the exam after receiving the email with the access code.