

## **New Hope High School Online Course Proctoring Policy**

New Hope High School is pleased to offer limited online exam proctoring to the community. Outlined below are the policies and procedures for this service.

- New Hope High alums and Lowndes County School District employees may utilize this service.
- Examinees are responsible for providing NHH proctoring personnel with all necessary contact information in order for passwords and other necessary information to be obtained.
- Examinees are responsible for obtaining permission from their college/university for NHH proctoring personnel to give their exam.
- Proctored exams must be scheduled at least one full week before the testing date.
- Exams can be started between 8:00AM and 1:30PM on Mondays through Fridays.
- Proctoring is not guaranteed and is based on NHH proctoring personnel availability.
- Examinees must provide their own computers.
- Examinees must follow proctoring guidelines as outlined by their college/university including, but not limited to, cell phones and support materials.
- Any instances of suspected cheating will be reported to the examinee's college/university.
- Valid photo identification is required of all examinees.
- Priority for space in the testing environment is given to current NHH students.