

This form must be submitted to the WSU CPPS ExamSoft® coordinator 15 business days prior to the examination date. A Remote Proctoring Request Form must be completed for each day that requires remote proctoring.

To administer the exam under the policies and guidelines set by the college, Proctors must meet the eligibility criteria described below.

1. Work directly with the student to pay any proctoring fees charged by the proctoring site.
2. Require the student to provide one of the following approved forms of photo ID: a current driver's license, a state-approved ID, a college ID, a current state or federal ID card, a current passport, a tribal ID card, a naturalization card or certificate of citizenship.
3. Prohibit the student from using any materials or aides that have not been specified by WSU College of Pharmacy and Pharmaceutical Sciences (WSU CPPS).
 - With the exception of laptops, writing utensils, scientific calculators (excluding sleeves), and specified resources approved by the college, students **may not** bring any other personal items to their assigned seat in the testing room. All hats, watches, bracelets, connected glasses, graphing calculators, cell phones, backpacks, food, drinks, etc. must be left in the student's backpack and located away from the assigned seat.
4. The proctor will be present during the entire testing session, from log-in to submission of the test.
 - The proctor will be vigilant and not otherwise inattentive to monitoring the student during the exam.
5. The proctor is NOT a family member, relative, friend, or peer and does not live in the same household as the student.
6. The proctor will not copy, in any fashion in whole or part, any of the materials provided by WSU CPPS. As the proctor, you acknowledge that all said materials are copyrighted, and agree not to share in any way such materials with any unauthorized persons.
7. The proctor will provide the student with WSU CPPS scratch paper. The scratch paper provided to the student must be collected and returned to the WSU CPPS test coordinator within 24hrs of exam completion.
 - Please note, that WSU CPPS will not provide mailing materials, i.e. envelopes, stamps, etc. for the return of scratch paper. Materials may be scanned and emailed to pharmacy.examssoft@wsu.edu.

8. Upon confirmation of receipt by WSU CPPS, the original materials must be destroyed in accordance with local, state, and federal guidelines for FERPA data or mailed back to WSU CPPS.
9. The proctor will return all other test materials provided by WSU CPPS via mail or email, no later than 2 business days after the completion of the exam.
10. Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
11. Proctors must be authorized by their organization to proctor exams.
12. The proctor will administer all tests during the scheduled time defined by WSU CPPS. All times will be based on Pacific Standard Time zone and must be conducted during the scheduled Pharmacy exam time.

Student Expectations:

1. Student locates testing facility and is responsible for the submission of the WSU CPPS Remote Proctoring form.
 - Facility must be available during regularly scheduled exam times regardless of time zone location and any university approved student accommodations.
2. Student incurs all costs associated with the facility and pays any fees directly to the facility.
3. Student will provide proof of identification, i.e. Driver's License and/or Student ID at the time of the exam.
4. Student is expected to adhere to on-site Test Administration Guidelines:
 - With the exception of laptops, writing utensils, scientific calculators (excluding sleeves), and specified resources approved by the college, students **may not** bring any other personal items to their assigned seat in the testing room. All hats, watches, bracelets, connected glasses, graphing calculators, cell phones, backpacks, food, drinks, etc. must be left in the student's backpack and located away from the assigned seat
5. Should the testing facility not meet the requirements specified in the WSU Remote Proctor Request form, it is the student's responsible to locate a new site.