

NAU ONLINE IN-PERSON PROCTORING DECISION TREE



**I NEED TO SCHEDULE MY PROCTORED
EXAMS FOR THE SEMESTER!**

I NEED A PROCTOR!

**NAU COMMUNITY
CAMPUS**

**FIND MY OWN
PROCTOR**

I FOUND A PROCTOR!

**SCHEDULE EXAMS WITH
PROCTOR**

**SUBMIT PROCTORING
LOCATION FORM**

**SUBMIT SELECTED
PROCTOR FOR APPROVAL**

**PROCTOR APPROVAL
RECEIVED**



**UH-OH! SOMETHING HAPPENED
AND I NEED TO MAKE A CHANGE!**

**I NEED AN ALTERNATE
TEST DATE!**

**CONTACT YOUR
INSTRUCTOR
DIRECTLY**

**INSTRUCTOR
APPROVES
ALTERNATE DATE**

**RESCHEDULE EXAM
WITH PROCTOR**

**I NEED TO CHANGE
MY PROCTORING
LOCATION!**

**CHANGE OF
PROCTORING
LOCATION FORM***

**SCHEDULE EXAM
WITH PROCTOR**

***PLAN
AHEAD!**

NEW PROCTORS MAY NEED TO
BE SUBMITTED FOR APPROVAL.

I Need a Proctor!

- All exams must be proctored either at an NAU campus by NAU staff or with an approved proctor at a specific location.
- All students must document their proctor location at least **10 business days** before the first scheduled exam.
- Free proctoring availability varies for the NAU Community Campuses. It is your responsibility to contact the campus of your choice and ask their available hours.

FREE NAU Community Campuses – Exam Proctoring Sites

NAU Office	NAU Staff	Address	Phone
*East Valley	Judy.Amos@nau.edu	145 N. Centennial Way, 4 th Fl, Mesa	602-728-9517
*Flagstaff	Roland.Shay@nau.edu	Lumberjack Mathematics Center, NAU Flagstaff campus, bldg #60 2nd floor *Math Exams Only	928-523-6462
*North Valley	Claudia.Mayer@nau.edu	15451 N. 28 th Ave., Phoenix	
Tucson	Araceli.Torres@nau.edu	NAU at Pima West Campus 2202 W. Anklam Rd., Tucson	520-879-7974
Yuma	Sergio.Bobadilla@nau.edu	Coordinates with AWC Testing Center .	928-317-6427
*Prescott Valley	Jeri.Dennis@nau.edu	7351 E. Civic Circle, Prescott Valley, Office 227 (loft)	

*Has a Computer Lab

- If you are Out-of-state, or in Arizona away from an NAU Community Campus, you must identify an alternative proctoring location. Here are some places we have used recently in California: <http://bit.ly/2r3SkIO> and in Arizona: <http://bit.ly/2qcJYaG> but note that these sites are not the only possibilities.
- **YOU are responsible for any fees that incur for each exam needing to be proctored. Please be aware that we use Google Team Drives for exam delivery and return. If your Proctor is not willing to provide a Gmail email address or an email address hosted on a Google server, you will need to find a different proctor or make alternate arrangements with your instructor.**
 - Possible locations include:
 - Public libraries
 - Consortium of College Testing Centers
 - Sylvan Learning Centers
 - Local High Schools

- If you plan to take your exams at a non-NAU location with a non-NAU proctor, you must obtain approval from your instructor through this [Non NAU Proctor Approval Form](#), at the start of the semester, and at **least 10 business days prior** to the first exam date. **YOU are responsible for following up with your proctor to confirm their access to the Team Drive.**

I Found a Proctor!

- Once you have identified your proctoring location **AND** scheduled your exam, please complete this [NAU Proctoring Location Form](#). All students must document their proctor location at least **10 business days** before the first scheduled exam.

I Need an Alternate Testing Date!

- You must contact your instructor to request a change in exam date. Proctors do not have the authority to proctor an exam on a date other than the 'officially' scheduled date for the exam without authorization from your instructor. Once permission from the instructor has been secured, you must schedule the alternate exam date and time with your documented proctor at the proctoring location you previously identified.

I Need to Change My Proctoring Location!

- **YOU MUST FIRST** Inform your instructor that you wish to change your proctor location. Failure to notify your Instructor can cause delays in your location being updated.
- Your Instructor will ask you to submit this [NAU Proctoring Change of Location Form](#).
- Location changes must be requested at **least 10 business days prior** to the exam.

A note about Netiquette:

College is a time for you to learn professional standards for email correspondence, in the real world if you send an email to your boss and it is inappropriate or unprofessional you may not be able to succeed in a desirable manner. Please be respectful and courteous when corresponding with us.

- Grammar and spelling matter. Email communications require the same standard of academic communication and use of grammar as assignments.
- Your email subject line must be: Your Course (ie. MAT 114) and your Instructor's name (ie. J Buckley)
 - Be sure you address your email appropriately and end with your name. It is expected that you treat us with respect during email correspondence as well. We will not respond to your email if it reads like a text-message. In addition, we will not respond to emails in which you are disrespectful. In a written message, the subtext of your meaning may be confused or misinterpreted. When you compose an email to us, ask yourself, "Would I say this to the person face-to-face?" If not, we suggest you re-write the email.