

High School of Business™
WebXam Policies and Procedures

Policies and Procedures for Proctoring *High School of Business™* Exams

Acknowledgement

High School of Business™ (HSB) teachers and proctors acknowledge that HSB exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, *High School of Business™* completion certificates, or MBA Research and Curriculum Center.

Proctor Selection Criteria

- Minimum of 18 years old on the day of testing.
- Not a teacher within the department sponsoring the exam.
- Not a student within the sponsoring department at any time during the current academic year.
- Not a current examinee.
- Physically capable of observing activities throughout the testing site.
- Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time.
- Willing to enforce all policies and procedures for testing.
- Willing to document his or her role as a proctor by submitting the *Exam Certification Form* within one hour of the completion of the exam period.

Guidelines for Proctoring *High School of Business™* Exams*

High School of Business™ exam proctors are expected to maintain a professional decorum typical of all high-stakes testing environments throughout the entire testing process (e.g., quiet room, no communication of any kind among examinees). Proctors may utilize their own professional judgment to determine responses to specific requests or circumstances within the overall context of a positive, credible testing process.

If the proctor observes a student being dishonest during the testing period (sharing answers with another student, using written materials to search for answers, copying questions, etc.) the proctor is responsible for notifying the teacher and MBA Research regarding the infraction.

*Pretests do not require proctors or exam certification and can be administered by the HSB teacher. They are available in the Learning Center (Canvas), in the Commons.

Examinees are not allowed:

- References or resources of any kind.
- Use of other computer programs while logged in to WebXam.
- Communication with other students or the *High School of Business™* teacher.
- To record in any manner any element of the exam.

Proctor Registration and Exam Certification Forms

1. HSB Teachers submit the online *Proctor Registration Form* ([link to form](#)) to MBA Research not fewer than 5 days in advance of the test date.
2. Proctors submit the *Exam Certification form* ([link to form](#)) to MBA Research within one hour of the completion of the exam period.

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High School of Business™
Proctor Registration Form

Instructions:

1. Prior to selecting a proctor(s) for your exams, please read carefully the section titled Policies and Procedures for Proctoring *High School of Business™* Exams.
2. A single lead proctor may oversee testing for a maximum of 30 examinees. If your site will test more than 30 at any single point in time, an appropriate number of assistant proctors must be used. At exam completion, the proctor must submit the Exam Certification Form.
3. Complete and submit the Proctor Registration Form 5-10 days before testing.

Name of Lead Proctor – PLEASE PRINT

Last Name First Name M.I.

Name of Testing Site – PLEASE PRINT

School/Institution Name City State Exam Date / /

Email address of Lead Proctor:

Proctor E-Mail Address

Occupation or nature of relationship of proctor to *High School of Business™* teacher

Name of HSB Teacher and HSB Course Title – PLEASE PRINT

Teacher Name HSB Course Title

With my signature below, I certify that the lead proctor scheduled for the above exam date(s) meets all criteria set forth in *High School of Business™* policies and that said proctor has agreed to supervise testing on this date(s) and to abide by all *High School of Business™* examination policies.

Signature of *High School of Business™* Teacher Date / /

