



PROCTORING POLICY

I. PURPOSE

The purpose of this policy is to provide the definition of “PROCTORING” and related conditions to provide notice to students and families regarding Nextide Academy’s proctoring policy.

II. POLICY STATEMENT

Certain tests as determined by the online facilitators are to be administered to students by an approved proctor on a date before the course end date that is mutually convenient. The student is responsible for selecting a qualified proctor who must be approved by Nextide Academy. A list of acceptable proctors is provided in the Proctors section of this policy.

III. POLICY TERMS

Proctors must submit to Nextide Academy a signed Proctor Agreement for approval before being allowed to proctor an exam. Proctors are to verify the student’s identity, remain in proximity while the student takes the exam, assure that the specified exam time limit is strictly adhered to, and assure that no unauthorized materials are allowed during the exam. Proctor forms can be requested by submitting a request at <http://support.nextideacademy.org>. Students should allow time for the proctor to return the agreement for approval.

IV. PROCTORS

Nextide Academy reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The following may serve as Proctors:

- School principal or vice principal
- Full-time librarian, teacher, or school counselor
- College professor, dean, or director
- Minister, priest, or rabbi of a church, temple, mosque, or synagogue
- ProctorU (<http://www.proctoru.com>)

Unacceptable Proctors include:

- Tutor
- Neighbor
- Relative
- Friend
- Current Waldorf student
- Anyone with a conflict of interest

Individuals selected to serve as a proctor must have no vested interest in the outcome of the exam. Falsifying proctor information or not following proctor testing procedures will result in failure of the course and may be cause for termination from Nextide Academy.

The students will be responsible for all fees associated with proctoring.