Submit a Proctor

Some classes may require you to submit your proctor for approval by completing and submitting the Office of Extended Learning Proctor Approval Form online. Please follow the steps below to submit your proctor form:

1. Before completing the form, speak to your proctor and gather their contact information.
2. Go to the Mayville State website at www.mayvillestate.edu and click on the **Sharepoint** link at the bottom of the page **OR** click the "s" icon at the top of the page.


3. You will be taken to the screen shown below. Click the **CONTINUE LOGIN** button after you read the information about usernames and passwords here.

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4. You will be prompted to enter your **username** and **password**. Your username is the same as your login for ConnectND preceded by NDUS\. Your password is also identical to the password you created in the account claim process and what you use for ConnectND and Moodle.

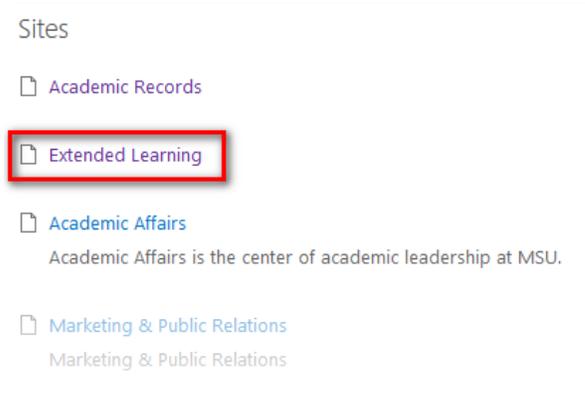Example Username: NDUS\jane.doe
Example Password: Comets2016
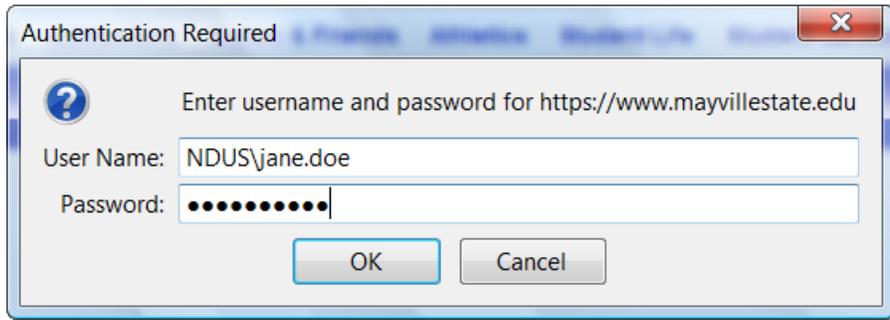
5. Click **OK**

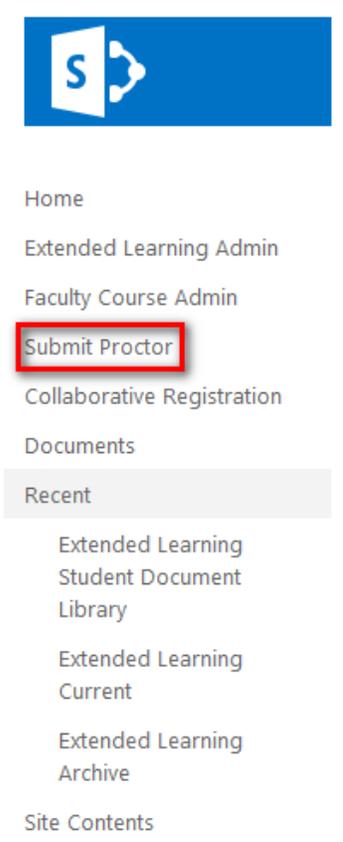6. Once in Sharepoint, click **Sites** in the top right menu navigation.
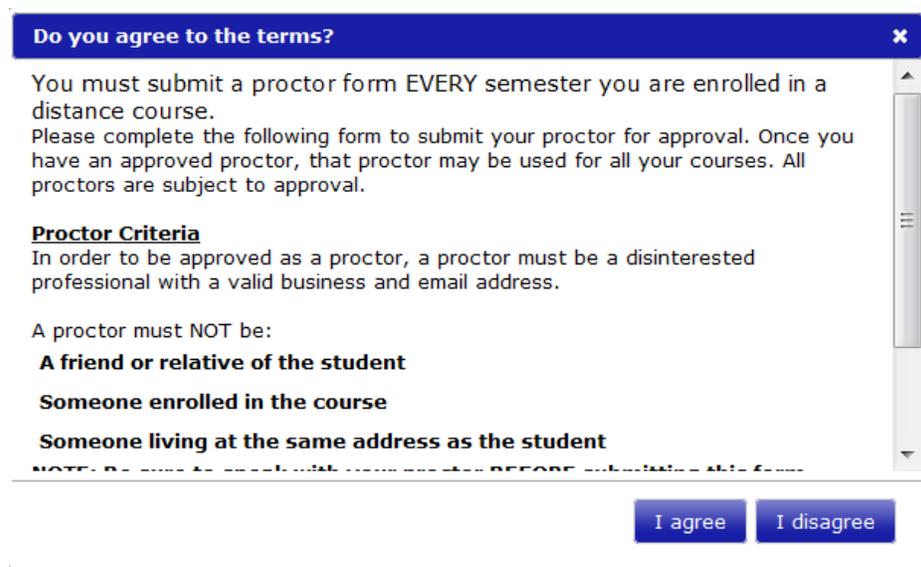

7. Click **Departments and Offices.**

8. Click **Extended Learning** from the site list.

Mayville State University

9. Click Submit Proctor on the left-hand menu.

10. A pop-up window will appear with proctor criteria. Read through the terms and click either **I Agree** or **I Disagree** (if you do not agree, you will not be able to submit your proctor info).

Mayville State University

11. Fill out the online form with your proctor information. Be sure you fill in all blank fields. Once you have completed the form, click **Submit Proctor** at the bottom of the page.
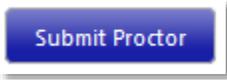
Submit Proctor

Your Proctor Approval Form must be submitted *at least* two weeks prior to your first exam.

Your proctor will be contacted to verify their information and their desire to serve as your proctor. If he or she cannot be contacted for verification, your proctor will not be approved. Once you have an approved proctor, that proctor may be used for all your distance courses for the **current semester only**. All proctors are subject to approval. **You must submit your proctor for approval at the beginning of each semester you are enrolled in Mayville State courses.**

Mayville State University

Proctor Criteria

In order to be approved as a proctor, a proctor must be a disinterested professional with a valid business office, business telephone, and business email address. Some examples are:

- A superintendent, principal or counselor at a public or private school
- A high school or elementary teacher
- A college or university administrator, dean, department chair, registrar or faculty member
- A professional staff member at a college or university
- A certified librarian
- A civil service examiner
- A judge of a court of law
- A human resource director or employee development coordinator
- A military officer or non-commissioned officer of a higher rank
- A law enforcement officer

A proctor must NOT be

- A friend or relative of the student
- Someone enrolled in the course or another student
- Someone living at the same address as the student

Your proctor must have reliable internet access. <u>You may use your personal laptop computer to take an exam at your proctor's place of business</u>. Please note you are not allowed to take your exams in your home or your proctor's private home or residence. You must take your exam at a professional office, school, college or university, library, or other business or public institution.

Sometimes public libraries and other proctoring/testing sites will not have Firefox installed on their computers and they may not allow you to download it to their computers. If this is the case, you do have the option to use Portable Firefox. Portable Firefox is installed onto a USB drive and run from there so that there is no actual download onto the site's computers. Please check with your proctoring/testing site to find out whether you can use this.

Mayville State University

To Use Portable Firefox

1. Go to http://portableapps.com/apps/internet/firefox_portable and click on the **Download Now** button.

2. Click **Save File** to begin the download. The file will save to the Downloads folder.
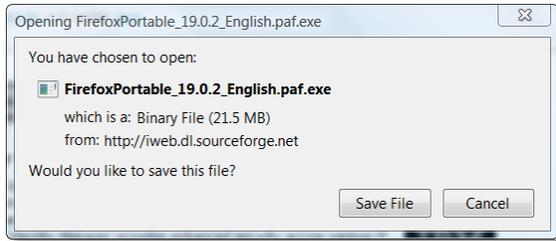
3. Drag the file to your USB drive.
4. Open the folder and run as you access your exam on Moodle.

* Some proctors may charge a fee to proctor an exam. Students are responsible for paying for any exam proctoring charges and should discuss payment options directly with the proctor.

If you have questions, please contact ExtendedLearning@mayvillestate.edu or call 1-800-437-4104 ext. 34667.

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