

PROCTORED ASSESSMENT POLICY

Web-Based or Online Courses

1. Ole Miss Online students must comply with the Proctored Testing Policy for web-based or online courses.
2. If an online or web-based course requires proctored assessments, then it is the responsibility of the individual taking the course (hereinafter “student”) to schedule proctored assessments.
3. All proctored assessments must be taken under the supervision of an approved test site official (hereinafter “proctor”).
4. All students must use a proctor who has been approved by the Department of Online Learning and Independent Study.
5. The Department of Online Learning and Independent Study reserves the right to reject any proctor and to require the student to come to a campus of the University of Mississippi to take the proctored assessment.
6. Students requesting special testing accommodations must provide copies of the appropriate documentation from the University of Mississippi’s Office of Student Disability Services to the Department of Online Learning and Independent Study no later than seven (7) working days prior to the student’s first proctored assessment each semester.
7. Students who are unable to sit for a proctored assessment at the main campus or one of the regional campuses of the University of Mississippi must submit an “Off-Campus Exam Request Form” in a timely manner as outlined below.
8. The Department of Online Learning and Independent Study should receive a student’s completed “Off-Campus Exam Request Form” as early as possible, but no later than seven (7) working days prior to the opening of the testing window for each proctored assessment.
9. If an “Off-Campus Exam Request Form” is received after the stated deadline, it is possible that the exam will be received by the proctor after the appropriate testing date, thereby affecting the student’s grade. Additionally, the processing fee for late submissions of the “Off-Campus Exam Request Form” will be \$40 per exam if in the U.S. and \$60 per exam if outside the U.S. These fees will be charged to the student’s Bursar account.
10. The Department of Online Learning and Independent Study can not accommodate an “Off-Campus Exam Request Form” received less than forty-eight (48) hours before the scheduled exam date and time.
11. If an exam must be sent via express mail to meet a testing deadline as a result of a student’s delay in submitting the completed “Off-Campus Exam Request Form” or of inaccuracies on the application, the express mail charges will be charged to the student’s Bursar account.
12. It is the responsibility of the student to pay the proctor fees required by some testing centers.