

# Proctoring of Distance Education Credit Courses

In order to comply with accreditation requirements for the validation of student identity for all online courses, all students enrolled in online courses are required to have at least one proctored event (a major exam or assignment).

The Coastal Pines Technical College (CPTC) Office of Distance Education will provide exam proctoring services for students who are taking online courses during the examination period. Also, CPTC will proctor exams or other assignments for any student of any Technical College System of Georgia (TCSG) college during the examination period.

Students choosing to utilize an alternative proctoring solution are responsible for finding a qualified proctor to administer each event, and for submitting the required approval form for each event. Qualified proctors must meet with the requirements of Coastal Pines Technical College.

Students must complete the proctoring event no later than the date specified by the instructor in the course syllabus or provided by the instructor in a subsequent communication. Students who do not complete the proctored event as scheduled must comply with the specifications as explained in the course syllabus or participate in remote proctoring as arranged by the course instructor and the Office of Distance Education.