FACULTY GUIDE
Distance Education Main Office
Martin Hall, inside library
(540) 674-3614
Fax: (540) 674-3626
E-mail: de@nr.edu
http://www.nr.edu/de

Testing Centers
Campus (Dublin)
Martin Hall, inside Library
(540) 674-3614
Fax: (540) 674-3643
E-mail: det@nr.edu

Off Campus (NRV Mall Site)
400 New River Road
Christiansburg, VA 24703
(540) 674-3610
Fax: (540) 381-7128
E-mail: mall@nr.edu

Help/Support
Account and Access Questions
NRCC Help Desk
(540) 674-3600, Ext. 4400
E-mail: nr4help@nr.edu

Blackboard Support
Click here
(540) 674-3614
E-mail: de@nr.edu

Distance Ed Media Problems
Diane Viers
(540) 674-3600, Ext. 4341
E-mail: dviers@nr.edu
Table of Contents

What is Distance Education?............................................................................................................. 1
A Successful Distance Ed Student .................................................................................................... 1
Successfully Managing Distance Ed Courses ................................................................................... 2
Delivery Modes ................................................................................................................................. 2
  Online courses....................................................................................................................... 2
  Interactive Television courses............................................................................................... 2
NRCC Distance Education Overview ............................................................................................... 2
Off Campus Site ................................................................................................................................ 2
Degree Programs ............................................................................................................................... 3
Course Development ......................................................................................................................... 3
  Course Proposal..................................................................................................................... 3
  Orientation............................................................................................................................. 4
  Course Development ............................................................................................................. 4
Online Course Preparation ................................................................................................................ 5
  Online Course Distribution ................................................................................................... 5
Evaluations ........................................................................................................................................ 5
Distance Ed Role and Responsibilities.............................................................................................. 6
Services and Support ......................................................................................................................... 7
Testing
  Distance Ed Proctored Testing................................................................................................... 7
  Assignment Submission ............................................................................................................ 7
  Make-Up Tests and Non-Distance Ed Proctored Testing ..................................................... 7
  Self-Service Scantron Grading ................................................................................................. 7
Proctor Administration ........................................................................................................................ 8
Mall Courier Service .......................................................................................................................... 8
Technical Support – Faculty .............................................................................................................. 8
Technical Support – Student ............................................................................................................. 8
Student Privacy Protection ................................................................................................................. 9
Semester Start-up Meeting ................................................................................................................ 9
Appendix: .......................................................................................................................................... 11
  Distance Ed Online Course Plan Template ........................................................................... 13
  Double Check: Is Your Course Ready? ................................................................. 19
  Discussion Board “Netiquette”................................................................................................. 23
Testing Center Forms ........................................................................................................................ 27
  Test Transmittal Form............................................................................................................. 29
  Make-Up Test For Face-To-Face Class Transmittal Form ................................................. 30
  Folder Information Form.......................................................................................................... 31
  Assignment Receipt Form........................................................................................................... 32
Proctor Request Information .......................................................................................................... 33
What is Distance Education?
Distance Education courses are part of New River Community College’s efforts to increase educational access by bringing education to people instead of people to education. This alternative to courses taught on campus provides the same quality and content as on-campus courses. Distance Education courses are for those students who need to pursue academic goals outside the traditional classroom setting and require strong student motivation.

The Distance Education program enables students to achieve educational goals by delivering academically sound courses and educational support services that are responsive and innovative. For additional information, contact ext. 3614 or visit the Web site at http://www.nr.edu/de.

A Successful Distance Ed Student. Considering these various constraints, students need to be dedicated to their academic career in order to be successful. Students are encouraged to do the following in order to succeed as a distance learner:

1. Start right away by reading the Student’s Guide to Distance Education and course materials in their entirety. Located on the Distance Ed website, http://www.nr.edu/de
2. Be familiar with course requirements.
3. Communicate with the instructor. Unlike a traditional course, regularly scheduled face-to-face contact with the instructor is not inherent. It is important to establish good communication with the instructor from the beginning. Call or e-mail the instructor with content related questions. The Distance Education staff can answer questions or address problems related to accessing course material.
4. Comply with course deadlines. Mark due dates on a calendar for all courses at the beginning of the semester. Deadlines vary depending on the course and the instructor, yet all courses must be completed by the end of the semester. Work ahead and allow plenty of time for assignment completion.
5. Be successful! Begin the course with a positive attitude and work to make that success a reality.
6. The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection. Internet Explorer is NOT recommended.
7. Check your VCCS email regularly and respond/keep in touch with your instructor.
Successfully Managing Distance Ed Courses
Regardless of the delivery mode, managing distance education courses can be just as challenging as traditional classes. Based on research and practical experience, the Distance Ed staff offers these suggestions for success.

- Appreciate the needs/constraints of the distance learner. Build in flexibility where possible.
- Present course work in a clear, complete, and concise manner.
- Plan the entire semester in advance. Schedule assignments and tests around your traditional course load.
- Let students know your expectations of them and what they can expect from you. Model these expectations!
- Build in many interaction opportunities (discussion boards, chat rooms, announcements).
- Communicate frequently and let students know the best way to communicate with you.

Delivery Modes
The current options for delivering courses at a distance are:

**Online courses.** Course materials are presented via the internet, primarily through a learning management system or instructor-hosted website. Face-to-face interaction between students and with the instructor is limited although opportunities for online interaction are plentiful.

**Interactive Television courses.** Courses are transmitted to other locations in two-way audio and video environment. The instructor and students are able to interact with one another in real time via monitors and microphones at all sites.

NRCC Distance Education Overview
The goal of the Distance Education Department at New River Community College is to provide students with success and the opportunity to continue their academic careers regardless of their personal constraints. We strive to provide world-class support to faculty in the development, deployment, and management of their courses.

**Off-Campus Site (NRV Mall in Christiansburg).** The off-campus site is a full-service facility that features an open learning area where faculty, students, and the general public may use Internet-accessible computers. A testing room is used for students completing Distance Ed, non-Distance Ed, and placement tests. Space is available for adjunct faculty to have one-on-one student meetings. Students requiring additional resource materials can have those items checked out through the campus library and sent by courier to the NRV Mall site.
Degree Programs. Distance Education courses can apply to any of the programs of study offered by NRCC. More than 250 courses are currently offered in the Distance Ed program, although each course may not be offered each semester. The following degrees and certificates can be completed at a distance:

Degrees
- Associate of Arts and Sciences in Business Administration
- Associate of Arts and Sciences in General Studies
- Associate of Arts and Sciences in Liberal Arts
- Associate of Arts and Sciences in Science
- Associate of Applied Science in Accounting
- Associate of Applied Science in Business Management
- Associate of Applied Science in Administrative Support Technology
- Associate of Applied Science in Administrative Support Technology with Specialization in Medical Administrative Support
- Associate of Applied Science in Administrative Support Technology with a Specialization in Paralegal Administrative Support

Certificates
- Accounting/Keyboarding Career Studies Certificate
- Accounts Receivable/Accounts Payable Career Studies Certificate
- Administrative Assistant Career Studies Certificate
- Cost Accounting Clerk Career Studies Certificate
- Paralegal Assistant Career Studies Certificate
- Payroll Clerk Career Studies Certificate
- Accounting Certificate
- Word Processing Certificate

Course Development

Course Proposal. Faculty who are interested in developing distance education courses must seek approval from their division dean. A completed course development proposal form will detail how and when the course will be delivered and must be submitted at least one year prior to course launch. The Distance Education Department reserves the right to schedule course launch in accordance with other pending development projects. Faculty are responsible for confirming that Distance Ed sections are listed appropriately in each semester schedule.
**Orientation.** All faculty teaching Distance Education courses at New River attend a brief orientation hosted by the department director and instructional designer.

The purpose of the orientation is to highlight support and course resources, generate interest in instructional technologies that enhance the teaching/learning process, provide personal contact, assist in developing courses that deliver high-quality level appropriate materials and model best practices. Faculty are also informed of the characteristics of the distance learner, in general, their special needs, expectations and constraints.

The purpose and flow of the department’s course quality assurance process for courses are described (see quality checklist in appendix page 19). Semester start up procedures including course plan distribution and online course availability are also detailed.

The initial faculty orientation meeting is approximately one hour, while additional meetings are scheduled between the Instructional Designer and faculty member as needed.

Faculty are provided with the following documentation:
- Distance Education Faculty Guide
- Distance Education Student Guide
- Upcoming semester Distance Education schedule
- Variety of student brochures
- Copy of existing course plan
- Quality checklist
- Other timely and relevant resources

**Course Development.** During subsequent development meetings, the Instructional Designer and faculty will work together to draft a development plan. This plan will identify textbook(s), media, as well as any other supplemental materials. Faculty are responsible for submitting textbook orders each semester. All course materials must abide with current copyright laws.

The objectives of the course will be identified and addressed via course assignments, activities, and assessments. The nature and delivery of objectives will be in consideration of various learning styles, dictated by discipline, and at the discretion of the instructor.

The Instructional Designer and faculty will continue to meet as necessary to prepare the course for deployment. A quality assurance (QA) check of the course will be performed after the course is prepared and each subsequent semester offered. Results are shared by the Instructional Designer before the beginning of the semester.

Students not able to retrieve materials online or who have general questions may visit Distance Ed offices for eLearning support.
Online Course Preparation.
1. The eLearning Support Coordinator will e-mail faculty to determine what course to copy or if a blank shell is preferred.
2. The Instructional Designer will perform a functional Quality Assurance review (QA).
3. The eLearning Support Coordinator will e-mail faculty their course plan for updates.
4. The faculty will be enrolled in their new courses based on assignment in PeopleSoft.
5. The faculty will return updated course plan to the eLearning Support Coordinator.
6. The Distance Ed department will perform a QA on the course plans.
7. The course plans will be posted to Blackboard by the Distance Ed staff.
8. The faculty will inform the Distance Ed department when they have finished modifying their Blackboard courses.
9. The Instructional Designer will perform a final QA on the courses.

Course Distribution. Courses should be made available by 8 a.m. on the first day of classes. After 8 a.m., Distance Ed staff will set any remaining unavailable online courses available to students unless directed otherwise by the instructor. Courses should not be made available before 8:00 a.m. on the first day of classes due to the Quality Assurance Review. Students gain access to newly added online courses within 24 hours of registration.

Evaluations. Student input is needed to help ensure that the needs of distance learners are met and to provide the highest quality learning experience possible. Evaluations are part of our continuous improvement plan and follow the college’s guidelines for course evaluation. Online course evaluations are made available within Blackboard based on the Institutional Research Office deadlines.
Distance Education Role and Responsibilities

**Director.** Oversees the Distance Education Department including distance learning courses, interactive television, testing services, and faculty/staff development.

**ELearning Support Coordinator.** Assists in the day-to-day operations of the distance learning program. Provides program support for Distance Education which includes course plan collection, report preparation, and providing customer assistance to students and faculty. Serves as main contact for student support.

**Instructional Designer.** Supports faculty in the design and development of distance learning courses. Provides support in the administration of Blackboard and other learning management systems. Conducts technology related workshops/training sessions; assists Distance Learning Staff.

**Media Specialist.** Supports testing and media, serves as a liaison between instructional telecommunications and distance learning and off-campus programs.

**Testing Center staff.** Provides testing opportunities for faculty and students in distance learning and face-to-face classes (non-Distance Ed). Administers proctored tests and processes student assignments both on main campus and off-campus.

**Off Campus staff.** Assists in providing support services for classroom-based and distance learning educational opportunities. Administers an extensive range of services that include admissions support, collection of tuition and testing.
Services and Support
Testing. Full-service testing centers are provided on campus (Dublin) and at the off-campus NRV Mall site. The services of these centers include:

- **Distance Ed Proctored Testing** – A test transmittal form must be completed for each test regardless of delivery mode.
  - Testing – Faculty are responsible for providing at least one hard copy of their online proctored tests in the event of network failures. All online tests must be password protected and that password shared with the Testing Center staff only. The Testing Center staff will check in students and ask that they navigate to the appropriate test in the webpage or learning management system. Staff will enter the password thus giving the student access to the test. If students cannot complete the test due to network issues, a paper copy of the test will be administered. Students will not be allowed to leave the Testing Center and return to complete the test online at a later time.

- **Assignment Submission** – Students may submit hard-copy assignments to either Testing Center. A course assignment receipt will be completed by staff in triplicate where one copy is retained by the student, faculty and Testing Center. Assignments will be stored in a course folder in the testing vault. Faculty are encouraged to pick-up, grade, and return assignments in a timely fashion and according to policies stated in the course plan. Students may pick up and/or view their graded work.

- **Make-Up Tests** – The Testing Center will administer individual make-up tests only for Face-to-Face classes. Due to space constraints, testing for an entire section is not possible. A Make-up test for Face-to-Face transmittal form must accompany ample print copies of the test along with a list of students who will be testing. Please indicate if tests need to be forwarded to the off campus Testing Center.

- **Folder Location** – New Folder Location Information Form must be filled out. See Appendix, page 31.

- **Self Service Scantron Grading** – A Scantron grading machine is located on campus in Dublin and the Mall site that faculty may use to grade tests.
Proctor Administration. Students who live in Floyd County, Giles County, Montgomery County, Pulaski County, or Radford City are considered within the service region and are required to test at one of the two Testing Centers. If the student lives outside the service region they may request a proctor. Contact staff for further information.

The proctor request process is initiated by the student, who identifies a proctor and returns the completed request form via online to the office. For Fall and Spring Semesters, proctors must be requested by the end of the second week of classes. For Summer Session, proctors must be requested by the end of the first week of classes. After reviewing the request, the proctor administrator contacts the proctor via e-mail or phone to verify their willingness to act in such a capacity. Upon approval, confirmation is e-mailed to the proctor and the student. Faculty will also receive, via e-mail, the names of their proctored student(s). If a proctor is not approved, the student will be contacted by e-mail or phone and asked to arrange another more suitable proctor or proctoring environment.

The proctor coordinator will send test packets to proctors beginning the second week of classes. It is imperative that all passwords and paper-based tests be submitted to the Testing Center within the first week of classes so that proctored students have tests available to them by their first due date. For more information concerning the proctoring process, see appendix, page 33.

Mall Courier Service. NRCC hosts a courier service to and from the campus in Dublin and the off-campus site Monday through Friday. Items to be delivered by courier to the off-campus site must be in the Distance Ed office no later than 11 a.m. daily. The mail box for this service is located in Distance Education – Martin Hall. Items to be delivered to the Dublin campus should be submitted to the off-campus Mall site by noon. Items dropped off at either location on Friday afternoon will arrive at their destination in Monday’s courier drop.

Technical Support – Faculty. Training opportunities on a variety of technologies are available throughout the academic year in the form of group sessions and informal one-on-one demonstrations. Support tutorials are available within the NRCC Faculty Support Module on the NRCC tab in Blackboard. Blackboard-specific tutorials can be found at https://www.youtube.com/playlist?list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN. Training sessions will be announced via New River’s e-mail.

Technical Support – Student. The Student’s Guide to Distance Education is available on the Distance Ed website, http://www.nr.edu/de/pdf/stuguide.pdf. Support topics are available within the NRCC Student Support Module on the NRCC tab in Blackboard. Phone and walk-in support is also available for non-content related matters.
**Student Privacy Protection.** To ensure student privacy, Blackboard is the system-wide learning platform used to deliver online content. Access to the Learning Management System (LMS) requires a unique USERNAME and PASSWORD. NRCC’s internal intranet for testing center proctored requests has restricted access only to select Distance Ed Staff. No fees are assessed for verification of student identity.

**Semester Start-up Meeting.** All faculty, who teach distance learning classes, will be contracted during the start-up of each semester. Required meetings may be requested.
Appendix
Distance Ed Online Course Plan Template – Page 13
Double Check: Is Your Course Ready? – Page 19
Discussion Board Netiquette – Page 23
   Testing Center Forms – Page 27
   Proctor Request Information – Page 33
Distance Education Online Course Plan Template
INSTRUCTOR INFORMATION

Name: 
Email:  @nr.edu
Phone:  540-674-3600, ext.
Office: 
Office hours:  Posted in Blackboard

IMPORTANT:
☑ The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection.
☑ Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

Description:

Prerequisite:

Credits:
Submissions:
Proctored Assessments:
Online Activities:  Required

COURSE MATERIALS

Textbook:

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

The Student’s Guide to Distance Education is available at  http://www.nr.edu/de/pdf/stuguide.pdf.
COURSE INFORMATION

Prepared By:  Approved By:

A. INTRODUCTION

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

B. STUDENT LEARNING OUTCOMES

Upon the successful completion of this course, the student will be able to:

C. COURSE CONTENT

D. GRADING/EVALUATION

1. The final grade for the course will be determined as follows:

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2. Grading Scale:

   A
   B
   C
   D
   F

E. WITHDRAWAL POLICY

Student Initiated Withdrawal Policy
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be revised and a decision made by the Coordinator of Admissions and Records.

**No-Show Policy**
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

**Instructor Initiated Withdrawal**
Since attendance is not a valid measurement for Distance Education courses, a student may be withdrawn due to non-performance. A student should refer to his/her Distance Ed course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

**F. CHEATING/PLAGIARISM POLICY**
To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

**G. DIVERSITY STATEMENT**
The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.
New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

H. DISABILITY STATEMENT

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Advising Center in Rooker Hall for assistance in developing a plan to address your academic needs.
Double Check: Is Your Course Ready?
Double Check: Is Your Course Ready?

Course Copy/Updates
☐ Old announcements have been removed or made unavailable **DO NOT DELETE** the course evaluation link put in by Candy. (See Pam if you have questions).
☐ Links (internal and external) and files have been validated. **DO NOT DELETE** the Course Plan Link (I will **not** be able to check all links and files - See Pam if you have questions).
☐ Dates have been updated (including due dates for items, class schedule, and grade center)
☐ Old discussion posts have been deleted and the Netiquette document is posted.

Content Development
☐ All graded items are included in the Grade Center with accurate points possible and current semester due dates.
☐ Content availability settings are correct (open and close dates/times).
☐ Settings for assessments have been applied (availability, due dates, timers, etc.).
☐ If weighting grades, categories are correct (no duplicates), weighted properly and assigned to the correct category.

Course Information
☐ Instructor information is accurate (double check office hours). **Include** email response time and grading response time.
☐ Students are advised about technical support and software/hardware requirements.
☐ Students are directed to the Student Tutorial in Blackboard.
☐ Students are reminded about NRCC testing center and proctors if proctored assessments are being given. (See Linda Claussen for help)
☐ Students are provided with links to Academic Assistance, Library, Student DE Handbook, and Distance Education Resources.

First Day of Class
☐ A Welcome Announcement is posted and tells students where to start.
☐ An icebreaker activity is available (introduction discussion, etc.).

Unique and Innovative
☐ Are you using collaborative learning tools? (Wiki, Chat, Bb Collaborate)
☐ Are you using interactive tools? (video, media, and others)

Accessibility
☐ The use of “alt tags” to describe an image
☐ Color text is used minimally.
☐ Captions are available with recorded lectures.
☐ Hyperlinks within a phrase clearly describe the purpose and/or location of the hyperlink.
Discussion Board “Netiquette”
Netiquette is defined by Merriam Webster as, “etiquette governing communication on the Internet.”

**Discussion Board Netiquette**

- It is important to use the subject line to describe your message when posting to the discussion board.
- Use ALL CAPS carefully because it is the equivalent of shouting.
- Keep messages within the context of the course.
- Respect others’ opinions; we frequently learn when an opinion differs from our own.
- Respond to a post in an unbiased, courteous way, especially if you disagree. Do not make rude or offensive comments.
- College level interaction is displayed in accurate spelling and grammar.
- Long messages should be divided into sections for easier reading.
- Unless everyone knows what they mean, emoticons (keyboard combinations that look like faces) or acronyms should not be used.
- If you plan to reply to a threaded message, read all messages that relate to the topic first.
- Remember, all posts stay on the Discussion Board until the instructor deletes them; so post wisely.
- Be considerate of cultural differences.
- Use humor and sarcasm wisely.
- If you quote, the rules of copyright and plagiarism apply here just as they do elsewhere. If you use someone else's ideas, cite them appropriately by using quotation marks and give the person credit ("As John stated in his post the 5th of October...").
Testing Center Forms
### DISTANCE EDUCATION TEST TRANSMITTAL FORM

#### FACULTY INFORMATION:

Instructor Name:

Semester/Year: | Course Name/Number:

Test Number/Form: | Due Date

#### TEST INFORMATION:

How should test be administered? **Online** or **Paper** (Circle One)

- **If online**, please indicate password:

- **If the test is on paper**, list the number of copies based on enrollment:

  Dublin and Mall Site

#### TESTING INSTRUCTIONS FOR STUDENTS: (Check all that apply)

- [ ] Scantron
- [ ] Scratch Paper
- [ ] Testing Center Calculator ONLY
- [ ] Student Calculator Allowed
- [ ] Formula Sheet

#### OTHER TESTING INSTRUCTIONS:

Instructor Signature: | Date:

E-mail Address: | Phone Ext.:

#### TESTING STAFF INFORMATION:

**Initials** of Staff receiving tests and **Date** tests are filed

Dublin | NRV Mall Site
## Make-Up Tests
For Face-to-Face Class

### INDIVIDUAL MAKE-UP TEST FOR FACE-TO-FACE CLASS

**FACULTY INFORMATION:**
- Instructor Name: 
- Semester/Year: 
- Course Name/Number: 
- Test Number/Form: 
- Due Date: 

**TEST INFORMATION:**
- Student Name: 
- If online, please indicate password: 
- If the test is on paper, write the student’s name on the test paper as well as this form.

**TESTING INSTRUCTIONS FOR STUDENTS:** (Check all that apply)
- [ ] Scantron
- [ ] Scratch Paper
- [ ] Student Calculator Allowed
- [ ] Formula Sheet

**OTHER TESTING INSTRUCTIONS:**

- Instructor Signature: 
- Date: 
- E-mail Address: 
- Phone Ext.: 

**TESTING STAFF INFORMATION:**
- Initials of Staff receiving tests and Date tests are filed
- Dublin: 
- NRV Mall Site:
Folder Information Form

**DISTANCE ED FOLDER INFORMATION FORM**

**FACULTY INFORMATION:**

Instructor Name: ____________________________

Semester/Year: ____________________________ Course Name/Number: ____________________________

**COURSE FOLDER INFORMATION:**

Where would you like to pick-up and drop-off materials? (Circle One)

- [ ] Dublin
- [ ] Mall Site

**STUDENT FOLDERS:** (Check what applies)

- [ ] Students may take everything from their folder.
- [ ] Students may **NOT** take anything from their folder, **BUT** students may view graded tests, quizzes, and assignments.

**PROCTORED STUDENT FOLDERS:** (The testing centers will **NOT** mail graded tests to proctored students. Diane Viers, ext. 4341, our Proctor Coordinator will: (Check one of the options below)

- [ ] E-mail a scanned copy of the test to the student.
- [ ] Advise the student that assignments will not be returned and they may contact their professor for test results and questions.

**END OF SEMESTER RETURN MATERIALS**

All materials remaining in folders will be packaged and returned to the instructor at the pick-up/drop-off location chosen above or his/her division office.

Instructor Signature: ____________________________ Date: ____________________________
Test/Assignment Receipt

**NRCC DE**

**TEST/ASSIGNMENT RECEIPT**

**PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Course Name/Number:</td>
<td></td>
</tr>
<tr>
<td>Test/Assignment Number:</td>
<td></td>
</tr>
<tr>
<td>Faculty Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**TESTING/ASSIGNMENT PLEDGE:**

I am aware that I must complete this test once I have begun and cannot leave the testing area. I am taking only instructor approved materials with me into the testing area and will follow all course and college policies regarding testing. I agree not to communicate information regarding this test during or after taking the test. I pledge the work on my assignment is my own.

Student Signature: __________________________

<table>
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<tr>
<th>Copy Distribution:</th>
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</thead>
<tbody>
<tr>
<td>White - File</td>
</tr>
<tr>
<td>Yellow - Faculty</td>
</tr>
<tr>
<td>Pink - Student</td>
</tr>
</tbody>
</table>

### STAFF USE ONLY:

<table>
<thead>
<tr>
<th>Out (Date/Time/Initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Proctor</td>
</tr>
<tr>
<td>Dublin</td>
</tr>
<tr>
<td>NRV Mall Site</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Mail</td>
</tr>
</tbody>
</table>

### Receipt Type

| Test | Assignment |

**Faculty Pick Up Date:**
Proctor Request Information
TESTING AND PROCTOR REQUEST INFORMATION

**IMPORTANT:** Proctored testing is a service provided by the NRCC Distance Education program for eligible students who live outside the service region. **For Fall and Spring Semesters**, proctors must be requested by the end of the second week of each semester. **For Summer session**, proctors must be requested by the end of the first week of the session. Any requests after this time may be denied.

A. PROCTORED TESTING OPTIONS
Proctored tests can be taken by a variety of methods.
- In the Distance Ed Testing Center located within the library, Martin Hall, Dublin.
- In the Testing Center located at the off campus location, Mall Site, Christiansburg.
- With an approved test proctor for students who live outside the service region.
- With the instructor

*If you are able to come to one of the Testing Centers, you do not need to fill out this form.* Please familiarize yourself with the testing procedures found in *The Student's Guide to Distance Education* available online at: [http://www.nr.edu/de/pdf/stuguide.pdf](http://www.nr.edu/de/pdf/stuguide.pdf). You will be responsible for knowing these procedures.

B. PROCTORING SERVICES
- If you live in Floyd County, Giles County, Montgomery County, Pulaski County, or Radford City, you are considered within the service region and are expected to test at one of the two Testing Centers.
- If you are taking any classes on-campus (in Dublin or the NRV Mall) then you are considered within the service region and are expected to test at one of the two Testing Centers.
- If you live outside the service area you may request a proctor. (*A Proctor is an individual who administers and monitors testing in an educational or professional setting.*)

C. PROCTOR REQUEST GUIDELINES
- If you think you may be eligible for this service, please fill out and submit a Proctor Request form.
- Proctor Request forms are available online at [http://www.nr.edu/de/proctoring.php](http://www.nr.edu/de/proctoring.php) or in your course material.
- If your request is not approved, you will be notified in a timely fashion. If you have any questions about the proctoring process, contact the Proctor Coordinator at 540-674-3600 ext. 4341.
- Previous approval of a proctor does not guarantee ongoing services. NRCC reserves the right to reject a proctor request for any reason.
- **For Fall and Spring Semesters**, proctors must be requested by the end of the second week of each semester. **For Summer session**, proctors must be requested by the end of the first week of the session. Any requests after this time may be denied.
D. AN INDIVIDUAL QUALIFIES AS A PROCTOR IF THEY ARE:
   • A testing center staff member/administrator, or faculty member at a university or college or
   • A professional test administrator at a professional testing center, such as an adult education center, technical college, or other appropriate official (e.g., public library) or
   • An education officer on a military base

   All proctors must be verifiable with their organization or institution and have a work related email address.

E. THE FOLLOWING INDIVIDUALS CANNOT PROCTOR:
   • Related to you
   • Your co-worker
   • Your immediate supervisor
   • Your friend or a friend of your family

F. YOUR TESTS:
   • Must be administered in the testing center or private faculty office area of a university, college, professional testing center or military base education office during normal business hours

G. STUDENT REQUIREMENTS
   • Proctored students are responsible for abiding by test due dates and contacting their proctor to set up appointments for testing.
   • Tests are sent to approved proctors within a week of the request or as soon as they are made available by the instructor.
   • The purchase of Scantron forms, any fees for testing services and the return of tests to NRCC (cost of fax, U.S. Mail or UPS) are the responsibility of the student.
   • Students should keep in touch with their designated proctor at the start of and throughout the semester to ensure that tests are available prior to due dates.
   • If, for some reason, the proctor does not have tests on file, please contact the Distance Ed Office to inquire about their status. It is not the responsibility of the proctor to notify the Distance Ed Office if tests have not been received 540-674-3600 ext. 4341.
   • If a student withdraws from a course that is proctored, the student is responsible for informing the proctor and the proctor coordinator.