COP EXAM INSTRUCTIONS

Purpose:
Standardizing the exam procedures will help to ensure exams are delivered in comparable settings on both campuses and create a more consistent testing environment from one course to the next for both students and proctors. It is also the hope that standardization will significantly decrease the need for communication between campuses during an exam and decrease unnecessary distractions.

1. Items listed in **black** are proposed as standard for all exams.
2. Items listed in **blue** are exam instructions that require additional input from the course coordinator (can be changed from exam to exam as needed).

Start of Exam

- Start the exam at the scheduled time (even if testing locations are not connected via video conferencing)
- Promptly hand out materials at the start of the exam time unless directed otherwise
- Exam Seating
  - Leave an open seat between students if possible
  - Assigned seating
  - No preference
- Students
  - Are required to work independently, no talking is allowed
  - May work in groups of ___ (indicate group size below)
    - Group size ___
- The following materials are allowed
  - Laptop
  - Calculator
  - Phone
  - Writing utensil
  - Blank paper (to be provided by proctor)
  - Books (if only specific books are allowed specify in ‘other’)
  - Personal notes (if allowed specify electronic vs paper in ‘other’)
  - Other
- Late arrivals
  - (*Late arrivals will not be given extra time to complete the exam)
    - Late arrivals are allowed to start the exam at any time
☐ Late arrivals are allowed to start the exam as long as no student has completed the exam and left the room

☐ Contact the course coordinator immediately for all students arriving ________(please specify) minutes after the scheduled exam start time. The course coordinator will determine at that time if the student can start the exam. If the student arrives prior to the designated time he/she may start the exam.

☐ Students arriving ________(please specify) minutes after the scheduled exam start time are not allowed to start the exam and must contact the course coordinator after the exam. The student should be asked to leave the exam room.

• Special instructions

☐ This is a paper exam with multiple versions, need to space them according to instructions in ‘other’ below

☐ Other

• No food is allowed, beverages with a lid are allowed

• All non-exam materials should be placed on the side or in the front of the room (including cell phones, hats, bags, notes, books, etc)

• Recommend to students to go to the restroom prior to starting the exam

• Students are required to submit the exam prior to leaving the exam room. In the event there is an emergency situation requiring the student to leave the room, the student will need to sign out & back in.

• No questions pertaining to subject matter will be answered. If the student feels there has been an error in the formatting of the question or information was omitted please instruct them to alert the proctor.

• Students should remain seated during the exam and raise their hand to get the attention of the proctor if needed.

**During the exam**

• Exam proctors should remain in the exam room unless there are extenuating circumstances resulting in the need to leave the room. Ideally, Tucson proctor should be notified prior to leaving the room.

• Check your phone approximately every 5 minutes; keep it on vibrate & in your pocket/hand if possible

• If late arrivals are allowed to start per course coordinator instructions, check the student’s computer to verify that the student has not already logged into the exam prior to entering the room

• In the event of a situation in which the student must leave the exam room prior to submitting their exam, record the following & request that the student signs it (student’s name, time leaving & time returning)
• It is recommended to erase the examsoft password from the white board approximately 5 minutes after the start of the exam

**End of exam**

• End at the scheduled time
• Late arrivals will not get extra time to complete the exam
• For all examsoft exams – check student computers to verify exam has been submitted prior to the student leaving the room. The screen should be green, have a check mark on it, and say congratulations
• Collect all materials handed out for the exam
• Power down extra laptops return them to the cart & plug them into the power strip in the cart. After returning the cart to the office plug the cart into an outlet to recharge all of the laptops.