EXAM PROCTOR INSTRUCTIONS

Course Information

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Name:</th>
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<table>
<thead>
<tr>
<th>Course Coordinator Name:</th>
<th>Course Coordinator Phone #:</th>
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<table>
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<th>Course Coordinator Email:</th>
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Exam Information

<table>
<thead>
<tr>
<th>Exam Date:</th>
<th>Start Time:</th>
<th>End Time:</th>
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<table>
<thead>
<tr>
<th>Exam Password:</th>
<th>Resume Code:</th>
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Proctor Information

Tucson Room #:

<table>
<thead>
<tr>
<th>Tucson Exam Proctor 1 Name:</th>
<th>Phone #: (to be used during the exam)</th>
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<tr>
<th>Tucson Exam Proctor 2 Name:</th>
<th>Phone #: (to be used during the exam)</th>
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Phoenix Room #:

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<thead>
<tr>
<th>Phoenix Exam Proctor Name:</th>
<th>Phone #: (to be used during the exam)</th>
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<tr>
<th>Phoenix Backup Exam Proctor Name:</th>
<th>Backup Phone #: (to be used during the exam)</th>
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Pete Rottier
(ExamSoft):
520-423-7745 (cell)
520-626-8302 (office)
Ricky Bergeron
(BioCom):
520-548-4165 (cell)
520-626-0129 (office)
Instructional Support
(Phoenix):
602-827-4357, opt. 4
COP IT Help Desk:
520-626-8002

Prior to Exam

- Review proctor instructions. Contact Course Coordinator and/or Exam Coordinator with questions.
- Plan to arrive to the exam room approximately 10 to 15 minutes prior to the exam start time.
- Contact the backup proctor and the exam coordinator immediately if there are any scheduling conflicts.
- Pick up the proctor packet from your mailbox (will be delivered 1 day prior).
  The proctor packet will include:
Exam Proctor Instructions

Student Exam Roster
Student Composite
☐ Blank paper for student use
☐ Assigned seating chart
☐ Paper exams
☐ Printed materials for the exam (supplemental handouts)
☐ Academic Integrity / Student Code of Conduct statement (to be provided by the Course Coordinator & signed by students)

Exam Set-Up

• Exam Seating
  ☐ Leave an open seat between students if possible
  ☐ Assigned seating
  ☐ No preference
• Contact instructional support if classrooms are not connected via VC by about 10 min prior to scheduled start time
• As students enter the exam room make sure they are aware of & following the student instructions

Student Instructions

• 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 (not on a phone)
  ☐ 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:
• 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)
• Students will be 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 (exact times will be recorded).
• No questions pertaining to subject matter will be answered during the exam. If the student feels there has been an error in the formatting of the question or information was omitted please alert the proctor.
• Students should remain seated during the exam and raise their hand to get the attention of the proctor if needed.
• Students arriving late to the exam
  ☐ are allowed to start the exam at any time
  ☐ are allowed to start the exam as long as no student has completed the exam and left the room
  ________ minutes (please specify) after the scheduled exam start time are not allowed to start the exam and must contact the course coordinator after the exam. The student will be asked to leave the exam room.
  ☐ may or may not be allowed to start the exam based on course coordinator discretion. The student will not be allowed to start then exam until after the course coordinator has been consulted with.
• Students arriving late to the exam will not be given extra time to complete the exam.

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
  ☐ Blank paper for student use
  ☐ Paper exams
  ☐ Special instruction
  This is a paper exam with multiple versions, need to space them according to instructions below
  ☐ Printed materials for the exam (supplemental handouts)
  ☐ Academic Integrity / Student Code of Conduct statement (to be provided by the Course Coordinator & signed by students)
• Announce or post ExamSoft password
  ☐ ExamSoft Password______________. Resume Code______________.
  ☐ NA
• Late arrivals
  Record the exact time late arrivals enter the test room on the Student Exam Roster. This information will be sent to the course coordinator.
  ☐ 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
  ☐ 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.
  ☐ 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.
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

Students arriving late to the exam will not be given extra time to complete the exam.

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
- Occasionally walk around the exam room observing students & watch for student questions
- It is recommended to erase the ExamSoft password from the white board approximately 5 minutes after the start of the exam
- Students should remain seated during the exam and raise their hand to get the attention of the proctor if needed.
- 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 are required to submit their 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 on the Student Exam Roster.
    - Record exact times the student left & re-entered the exam room.
- 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.
  - Special instruction
    - Record time student submits exam & leaves the room on the Student Exam Roster
    - Late arrivals - please see above instructions pertaining to late arrivals

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.
  - Special instruction
    - Record time student submits exam & leaves the room on the Student Exam Roster
    - Collect all materials handed out for the exam
      - Blank paper for student use
      - Paper exams
☐ Printed materials for the exam (supplemental handouts)
☐ Academic Integrity / Student Code of Conduct statement (to be provided by the Course Coordinator & signed by students)

• Return all materials and the Student Exam Roster to the exam coordinator
  o This should include documentation of all students that arrived late or left the room during the exam.