Procedure: Exam Laptop & Use of Privacy Screens During Exams

Students are required to bring to the exam
- Laptop (or other appropriate device) with a privacy screen attached.
- Power cord for laptop/device if needed.

Use of privacy screens during an exam
- Privacy screens must always remain on the student’s laptop/device during the exam unless instructed otherwise by the exam proctor(s).
- Proctors may ask students to remove their privacy screen at any time during the exam.
- Upon check-out, students will be asked to remove their privacy screen by the proctor. The screen should remain in place until asked to remove it.

Privacy screen / laptop (or exam device) not brought to exam by student
Per Class:
- If available, a privacy screen will be provided to the student by exam administration staff/proctor.
- Per the discretion of exam administration staff/proctors, students who repeatedly request a privacy screen may be reported to the professionalism committee for review and sanctions as deemed appropriate by the committee.

Students names to tracked centrally by exam administration staff:
- Proctors are advised to report any students missing their privacy screen after each exam.
  - Name of student
  - Course number
  - Date of Exam

Policy adopted by RKCCOP faculty: June 10, 2022