



THE UNIVERSITY OF ARIZONA

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## COP Exam Instructions

### **Purpose:**

- Ensure exams are delivered in comparable settings on both campuses.
- Create a more consistent testing environment from one course to the next for both students and proctors.
- Decrease the need for communication between campuses during an exam and decrease unnecessary distractions.
- Enhance exam integrity.

### **Standard Exam Instructions (recommended that all faculty post exam instructions in D2L)**

- 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.
- Exam seating will be assigned through Office of Assessment and posted for students as they enter the room. Students are required to sit in their assigned seats.
- Students should arrive on time and prepared to start their exam at the scheduled time. All students arriving late will be recorded by an exam proctor with exact time of arrival and will be submitted to course faculty. Time extensions for the exam room and proctors will not be granted. Course coordinators will communicate directly with students in the case extra time is needed.
- Remind students to go to the restroom prior to starting the exam.
- No food is allowed; one beverage in a clear container with a securely closed lid/top is allowed.
- All non-exam materials are to be placed on the side or in the front of the room and all smart devices must be turned OFF as directed by exam proctors (including cell phones, and other smart devices, smart watches, hats, bags, notes, books, etc.)
- Students are to work independently; no talking allowed.
- Only technical questions will be answered (ex., password not working, cannot open

next question, etc.). No questions pertaining to curricular and/or 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 write their question and/or comment on the piece of scratch paper (back side of the academic integrity sheet).

[Exam Integrity Template](#)

- Students should remain seated during the exam and raise their hand to get the attention of the proctor if needed.
- Students to sign the academic integrity form (to be provided by Office of Assessment) at the start of the exam. Forms will be printed on either colored and/or marked paper. The back side may be used for comments/questions for the course coordinator(s).
- Students are required to submit the exam prior to leaving the exam room. In the event there is a personal emergency requiring the student to leave the room, an exam proctor will record the exact times the student left the room and returned.
- 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.

**Faculty to provide the following instructions:**

- Exam is:
  - Closed book with lockdown browser.
  - Open book (no lockdown browser).
  - Two-part exam with both closed and open-book portion.
- Exam password: \_\_\_\_\_
- The following materials are allowed in the exam.
  - Additional scratch paper to be provided by the exam proctor (to be colored or marked paper; student to write name in the designated location).
  - Calculator supplied by COP.
  - Personal calculator (provide special instructions in 'other').

- Electronic resources to be accessed using additional device (other than exam laptop). Specify in 'other' types of devices allowed.
- Books (if only specific books are allowed, specify in 'other' along with other special instructions).
- Personal notes (if allowed, specify electronic vs. paper in 'other' along with other special instructions).
- Other

• **Late arrivals**

(\*Time extensions for the exam room and proctors will not be granted. Course coordinators will communicate directly with students in the case extra time is needed Proctor to record the exact time late arrivals enter the test room.)

- 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**

- Other

**Additional Instructions for the Exam Proctor**

- Start the exam at the scheduled time:
  - Promptly hand out materials at the start of the exam time
  - Post exam slide with exam instructions 5-10 minutes prior to exam start time. Advance to slide with password at exam start time.
- Notify course faculty immediately if any issues are encountered.
- 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 at the top of the student's exam integrity form (exact time the student left the room & time returned).
- As students complete their exams - check student computers to verify exam has been submitted prior to the student leaving the room.
- End the exam at the scheduled time.
- Email a list of all students that arrived late with the exact arrival time to the course coordinator.
- In the event any students leave the exam room due to a personal emergency situation, email a list & times (leaving & returning) to the course coordinator.
- Collect all materials handed out for the exam.

Turn exam materials in to the exam coordinators.

**Faculty Academic Integrity Resources:**

[UA Faculty Academic Integrity Resources](#)

[UA Responding to Suspicious Behavior](#)

[COP Policy - Use of Privacy Screen During Exams](#)

