

Head Proctor Announcements & Procedures

ALL PROCTORS MUST ARRIVE TO THE EXAM ROOM 10-15 MINUTES EARLY!!

Start seating the students right away: *randomize seating*

- **Eastern classroom** - every other seat empty, seat students directly **behind** each other – capacity 62.
- **Eastern/Western Lab** - 7 students/bench in rows directly **behind** each other - capacity 63/70.
- **Auditorium** - every other seat empty, seat students directly **behind** each other – capacity 104.
- For split venue exams ensure a balance between the numbers of students in each venue.

Cell phones: turn off & leave in their bags outside (Auditorium), in front (other rooms)

Bring: **Student ID card** (*place on desk in front of laptop with barcode up*), laptops, power cords, & pencil.

May also bring: external mouse, one drink, & simple foam ear plugs (not wired).

NOT allowed to bring: cameras, pens, hats, head coverings (*except religious ones*), Google glasses, earphones, cell phones, pencil cases, watches, food, etc. *Eyes and ears should not be obscured from view.*

10 min before start of exam:

- Login to ExamSoft, go to Exam Taker Tracking & call names of students *who have not yet D/L exam.*

5 min before start: *Ask if everyone is logged into Exemplify and ready for the Exam password.*

- Display exam password and tell students to wait at the page with the **STOP sign**.
- **Tell students** they will receive scrap paper **after** they have started the exam (if applicable).
- **Tell students:** number of questions, how long they have for exam, & 5 minute remain announcement.
- Students who arrive late should be seated in the back row (*time should be manually deducted*).
- **Remind students** that Proctors will not answer any questions regarding exam **content**.
- **Remind students they must make a Proctor aware of any issues they may experience so that the Proctor can verify and issue can be addressed after! Please take a picture of screen.**
- **Describe exit procedure** - emphasizing **NO TALKING** – particularly in **Auditorium foyer**

Zero min before start of the exam: Ask how many are not at the **STOP sign**.

- If only a few students raise their hands you may tell the class to **'Begin'** the exam (note start time).
- Tell students who start late *due to slow computers* that they will **not** lose exam time.
- On Block Days any students who are *excessively delayed starting or develop computer issues* during block exams should be *escorted to the Library Annex* to be assisted & complete their exam there.

Once started: **Verify the students** in the exam room by completing a check off on a printed class roster and taking a head count. Alternatively, attendance may be performed using the Spot Checker tablet.

Exit procedure:

- Students must exit exam via the door indicated: *West, East Labs & Classroom road side door.*
- Students who finish early should exit **QUIETLY** showing **Green Screen** to proctor at Exit door & relinquish scrap paper to Exit Proctor.
- If bags are in front, students may retrieve them **QUIETLY** and repack **QUIETLY outside the building.**
- Students **MUST NOT** remain outside the exam room! **ALL** Exam Room areas are **QUIET ZONES!**
- After the **'5 Minute Remain'** announcement, **no one may leave the room**; students must quietly remain in their seats with **Green Screen** visible - **NOT** using their computers while in the exam venue.
- Head Proctor confirms in ExamSoft that all exams are uploaded before students are released.
- Exit Proctor confirms all **Green Screens** (*notice the name of student & exam is on this screen*).

ALL PROCTORS: Please be very vigilant at all times! *Walk around the room and confirm that all students are taking the exam.* Watch for hidden devices, photo taking, cell phone use, smart watches, hidden notes, or any signs of cheating. **Please do not read, text, surf the internet, etc. while on proctor duty!**

Report any and all issues to the Head Proctor.

Your cooperation is greatly appreciated.