

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)

Allowed to bring: Student ID card (place on desk), laptops, power cords, pencil, one drink, & ear plugs.

NOT allowed to bring: cameras, camera pens, hats, Google glasses, earphones, cell phones, pencil cases, smart watches, food, etc.

10 min before start of exam:

- Call names of students *who have not done D/L? And tell them to D/L now.*

5 min before start: *Ask if everyone is logged in and ready for the Exam password?*

- Display exam password and tell students to wait at 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.
- *(Block One only)* **Remind students** that they can use the keyboard ABCDE for choosing answers, and number keys when using the calculator.
- 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.**

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 computer - they will **not** lose exam time.
- Students who come in after the exam has started **should** lose exam time.
- Any students who are *excessively delayed starting or develop computer issues* (Block exams only) should be *escorted to the Library Annex* to be assisted and complete their exam there.

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. Proctor please note name of student and exam stated on **Green Screen**.
- If bags are in front, students should retrieve bag but repack **outside** room
- Students should not remain outside the exam room! **ALL** Exam Room areas are **QUIET ZONES!**
- **After 5 minute remain announcement no one may leave the room;** students must quietly remain in their seats with **green screens** visible - **NOT** using their computers while in exam room.
- Head Proctor confirms in ExamSoft that all exams are uploaded.
- Exit Proctor confirms all **green screens** *(notice the name of student & exam is on this screen).*

Reminder: *Count the students in the exam room!* This needs to match the number of DLs (+ other venues).

ALL PROCTORS: Please be very vigilant at all times! Walk around the room and confirm that all students are actually taking the exam (not just pretending while someone else is doing it for them somewhere else!).

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.