

## **PROCTOR GUIDELINES**

A person willing to accept the position of proctor must be a trusted individual who can take on a supervisory role in the administration of any examination or assignment. The responsibilities of a proctor are outlined below. All proctors are expected to adhere to these guidelines.

1. The student is responsible for making initial contact with the proctor to make the necessary arrangements for taking the examination.
2. Please verify the identity of the student with a valid driver's license or other acceptable form of photo I.D.
3. The student may not view the examination prior to the date/time arranged for taking the examination.
4. Please maintain an appropriate environment for taking the examination, free of distractions and comfortable for test taking. The location can be agreed upon between the student and proctor.
5. The student is responsible for bringing any necessary supplies, such as pens, pencils, calculator, etc.
6. The exam is open book, meaning that the course text, student notes, calculators and the online course resources may be used.
7. To access the proctored exam, the student will log into his or her course online and click the link for the proctored exam.
8. The student should not be left unattended at any time during the course of the examination.
9. The student is not allowed to print out or copy any questions down during the examination for use thereafter.
10. The student may not communicate with others during the exam via IM, email, postings to the course discussion board, or other means. (However, discussion boards, assignments and all course resources remain available for students to access.)
11. The student must adhere to the **time limit** restrictions on the examination unless otherwise noted. (Note: the exam closes automatically at the conclusion of the exam period, and any **unsaved work is lost**.)
12. The proctor is responsible for recording the time the examination was started and the time the examination was completed on the Student/Proctor Verification Form. This student will provide this form.
13. Upon completion of the examination, the student and proctor are required to completely fill out the Student/Proctor Verification form.
14. The proctor is responsible for returning the Student/Proctor Verification Form via fax and retaining a copy for his/her records. An examination received without the Student/Proctor Verification Form **will not be valid**.

NOTE: Any fees charged by the proctor will be the responsibility of the student.

Adapted with permission from Pace University.