

# Guidelines for Proctors

## Introductory Professional Term Final Examinations

### 1. Before the examination:

- a. Meet the instructor or designate at the time indicated on the proctor schedule. It is essential that you arrive on time to give you enough time to travel to your assigned examination room.
- b. Pick up the materials from the instructor or designate as indicated (usually 30 minutes before the exam start time) and take them to the examination room so that you are in the room no later than 15 minutes prior to the start of the exam.
- c. When you arrive at the examination room count the exams before handing them out.
- d. Make sure students are seated before handing out the examinations unless the instructor has given you alternate instructions.

### 2. At start of the examination:

- a. It is a university policy that students are not permitted to have cell phones and pagers with them in an examination room. Given that it is virtually impossible to impose this policy (without checking all student backpacks, etc.) but with this policy in mind, remind students that they must turn off (completely, not on vibrate) all cell phones and pagers. If the number of students in the examination room is small enough to guarantee security, you may ask students to leave backpacks, etc. at the front of the room.
- b. Hand out exams and answer sheets (leave the pencils on a table at the front of the room for students who forgot to bring one).
- c. Tell students they have, depending on the exam instructions, either 1 hour and 50 minutes or 2 hours to complete the exam.
- d. Instruct students at the beginning of the exam that in order to get the proctor's attention they need to raise their hand - for example, to go to the washroom or need a pencil, etc. Then ensure that you pay attention to raised hands. That way we avoid verbal distractions
- e. Give students 'remaining time' written reminders on the whiteboard (not verbally as doing so can be distracting for some students) at 1 hour, 30 minutes, and 10 minutes left.

### 3. During the examination:

- a. Accompany any student who leaves the room to use the washroom (or for any other purpose) to prevent attempts to cheat. Keep that student's examination with you while accompanying the student (i.e. do not leave it on the student's desk).
- b. Supervise students as they complete the exam, watching for instances of students who are perhaps attempting to cheat on the exam.
- c. Draw students' queries about questions on the exam to the instructor or, in the absence of the instructor, to the senior proctor in the examination room. Do not try to answer students' questions – this could be misinterpreted by other students.
- d. Justify the number of exams (including extra exams) with the number of students writing the exam.

### 4. At the end of the examination:

- a. Check each student's OneCard (or other photo ID if the student has forgotten his or her OneCard) when he or she passes in the examination.
- b. Refer any student without ID to the instructor, or in the absence of the instructor, to the senior proctor. Set that student's exam aside to be given to the instructor.
- c. Have the student sign the examination attendance sheet.
- d. Receive completed exams, answer sheets and pencils.
- e. Ensure that the student's Name and ID# (all digits) are on both the examination booklet and scantron sheet and that the circles on the scantron sheet are filled in.

### 5. Appropriate proctor behaviour during the examination:

- a. It is imperative that proctors do not talk to each other during the exam, as this is very distracting to students writing the exam.
- b. It is essential that you watch the students, so you may not read during the examination.

### 6. If you identify a student who is allegedly cheating:

- a. Quietly notify the instructor, or in the absence of the instructor, the other two proctors of your suspicions in order to make them aware of the situation. Each of you must watch the student(s) in question to enable you to document your observations in detail after the examination.
- b. Try to deter the cheating further by quietly standing – without being disruptive – by the alleged cheater(s)
- c. If alleged cheating continues, quietly make the instructor and/or both other proctors aware of the situation – to confirm cheating behaviour at least two

proctors, and preferably all three proctors, must be aware of, and have observed, the cheating.

- d. If (alleged) cheating is confirmed, allow the suspected cheater(s) to complete the examination(s).
- e. When the examination(s) are turned in, covertly separate the question booklet(s) and scantron sheet(s) of the student(s) in question from the rest of the examinations. In addition, separate the question booklet(s) and scantron sheet(s) for those students whose examinations the student who was allegedly cheating from. Write a brief note on the question booklet(s) of these additional students describing the location of the student(s) to the student who was allegedly cheating. Give these examinations directly to the instructor immediately when you return the examinations to the instructor.
- f. A statement of witness (i.e., your own observations in detail) must be written as soon as possible, separately by each proctor, and given to the instructor.

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