

PROCTOR DUTIES (3/3/09)

All students should have equivalent opportunities to succeed on exams. Therefore, the proctors must maintain strict test administration and test security procedures designed to prevent testing irregularities and improper conduct that could disrupt the test or give any student an unfair advantage.

Before exam day:

- Discuss the exam administration instructions with the coursemaster prior to exam day. Clarify if there are any ambiguities.
- Verify quantity and completeness of exams in a secure area and with only authorized staff present, in order to allow enough time to get missing materials or extra materials, if needed. After checking the exam materials, store them in a secure, locked area to which only you and authorized staff have access.

On exam day:

- Arrive early to make sure the testing rooms are properly set up and have all the necessary desks, tables, chairs, and equipment. Alert authorized staff if there is a problem with the facilities.
- Upon arrival prior to the beginning of the examination, students should immediately place **all** personal belongings either in the front or the rear of the examination room. Remind students to turn off cell phones and leave them with their belongings. Students must notify the proctor before the exam begins if they need to remain available for potential emergency calls.
- Students may not have any telephone, calculator, PDA, or any other electronic device in their possession during the exam unless explicitly instructed by the coursemaster.
- Remind students of the importance of supplying correct identifying information on their exam or answer sheet. Students must utilize the last eight digits of their UMB One ID card number on all assignments and examinations as a means of proper identification.
 - *Student name and UMB One ID Card number should not appear on the same document unless the document will be retained and completely secured by a faculty member, or the document is returned directly to the individual student by a faculty member or their representative (NOT placed in their mailbox, left in a pile for retrieval, or returned to a class representative). At the discretion of the coursemaster, students who fail to place their correct UMB One ID number on assignments or examinations are subject to receiving zero credit or a credit (point) reduction on any assignment or examination not properly identified.*
- Students should care for personal needs (restroom) prior to the examination. Only one student may leave an examination at one time. When exiting the exam room, students must leave quietly in order not to disturb others.

- ADA testing accommodations must be preapproved by the Student Affairs office. Proctors may not grant accommodations on the day of the exam without notice from the Student Affairs office.
- Students must be seated in every other seat beginning on the aisle. Remind them not to sit next to a study partner or their closest friends, or to place their exam or answer sheet on the empty seat next to them. **Behaviors which attract the attention of proctors or peers during the course of the examination raise the suspicion of academic dishonesty.**
- Except for religious observance, students may not wear a hat, cap, visor, sunglasses, etc. or other head or face covering, during the exam.
- Keep the testing room under supervision throughout the entire exam. Account for all exam materials within the first half hour of the exam. The number of students taking the exam plus the number of undistributed exam packets must equal the number of exam packets received.
- Students may not ask content-related questions during the examination. Challenges related to examination questions should be handled via written challenge form submitted to the coursemaster.
- Examinations and answer sheets must be handed in at the time specified by the examination proctor. Coursemasters have the prerogative of penalizing students who hand in their answers late.
- As students exit, verify that they hand in all exam materials. When the examination period expires, collect exam materials and verify receipt of the same number of exam materials as distributed.
- Report to the coursemaster any irregular incidents or suspected security breaches that occurred during testing.
- Make a final check of the testing room to be sure nothing has been left behind.
- Return all exam materials to the coursemaster or to authorized staff for secure storage.