

HOW TO...

... proctor an examination.



Please arrive **15 minutes prior** to the scheduled examination start time and plan to stay for the entire examination; if you think you may have time constraints, please check a day or two before the test with either Susan Huff (huffsm@rowan.edu) or Matt Gentile (gentilmm@rowan.edu) to confirm the projected length of the examination.



Please bring something to read or work on during the examination session. Computers cannot be provided for proctors; bring any devices you need to complete work while proctoring.



When you get to the examination room, please check with the chief proctor for specific assignments regarding seating and other responsibilities. In the auditorium, one to two proctors will sit at the back of the room and one, along with the chief proctor at the front of the room. In other rooms, the proctor will sit at the table with the students.



Students pick up test materials when they enter the examination room and leave any belongings, like backpacks and handbags, either in their ALG lockers or at the front of the room. They may take test materials, laptops, and power cords to their testing station. If you notice that a student has something else (a cell phone, tablet, handbag, water bottle, etc.), please ask that student to put the item at the front of the room. Some students have accommodations allowing them to have food or drinks at their station; check with the chief proctor if you are not sure whether a student has such an accommodation.



Students sometimes have technical issues during an examination. You should direct students to the front of the room for IT support.



You may be asked to escort students to the restroom during the exam. In the auditorium, Phase 1 students must come to the front of the examination room and sign out. One male and one female may be out of the room at a time. M3 students must come to the front of the examination room, sign out, and wait for a proctor to escort them to the restroom. You escort the student(s) to the restroom door, ensuring that they have no contact with other students. If a student seems to be taking too long, quickly make your way back to the testing room to inform the chief proctor. Students must sign back in before returning to their seats. In the other testing rooms, students are not required to sign out.



You should also monitor students as they take the examination. Stay in your assigned area and ensure that students are focused on their computer screen only, that no prohibited materials are out at their testing station, and that they are not communicating in any way with others. If you approach or are asked to approach a student during an exam because prohibited actions have been noticed, please inform the student in a low voice that they are doing something prohibited. If you suspect testing procedures are not being followed or an honor code violation (cheating) is taking place, take note of exactly what is displayed on the student's computer screen or of any documents or other items you see at the testing station. Confiscate the computer by asking the student to hand the computer to you. Bring the computer to the chief proctor; the chief proctor will take screen shots and save any images on the student's computer unrelated to the examination in progress.



When students complete their examinations, they should quietly pack their testing materials and computers and make their way out at the front of the room. They are required to sign an attestation form that states they have followed all CMSRU testing procedures during the examination. Once all students have finished, the examination session is over and you are free to leave.