

PROCTOR INSTRUCTIONS/ REFERENCE SHEET

BEFORE Leaving the Disability Center:

1. While waiting in the lobby, if you notice a student did not check in please direct them to the office assistants to check in.
2. Check to ensure exams and masters match up
3. Clearly call out student names with confidence and ask to meet in the hall with their IDs out.
4. Go through list of student names to ensure everyone is in the hall with you.
5. Check the ID's while calling out names in hall. (Driver's License or Student ID) - If the student is unable to provide the identification have them talk to the exams office.

On Way to/ Arrival at Exam Location:

1. When walking to exam location, let the student(s) keep pace. Some may not have apparent/visible physical disabilities.
2. When going to 4g41:
 - a. Go through the proctor checklist prior to entering the exam room.
 - b. Ask students to pull out anything needed for the exam and put away all notes prior to entering the room.
 - c. Tell the students to put their things in the front of the room and silently find a seat as other exams may be going on.
3. Cell phones, backpacks, hats, sunglasses, smart watches, etc placed in the front/outside of the room. Student must leave items with the proctor PRIOR TO receiving the exam.
 - a. If the misuse of such devices occurs, stop the exam immediately and notify the Disability Center.
4. Lock the door to the room that you are testing in (if possible).

BEFORE Administering the Exam:

1. The use of text books, notes, calculators or other materials is PROHIBITED unless otherwise stated.
 - a. If the misuse of such devices occurs, stop the exam immediately and notify the Disability Center.
2. Check the master checklist for allowed items, accommodations and additional instructions.
3. Ensure materials such as bluebooks, scratch paper, calculators, etc do NOT have notes or writing unless notes are allowed on the exam.
 - a. All notes, scratch paper, bluebooks, etc must be collected from the student after the exam and returned with the exam.
4. Time allowed for the exam is located on the top right of the master checklist.
 - a. Time reminders can be provided as long as it is not distracting to others.
 - b. Stop the student's exam when the allowed time has expired.
5. Once the student receives the exam, they cannot leave the room unless an accommodation allows the student to do so.
 - a. If a student has an accommodation allowing them to use the restroom, all pockets must be emptied and no materials are allowed to leave the room. Note times student left/arrived on the masters.
 - b. If a student who does not have a breaks accommodation but insists that they need to use the restroom. Tell the student that you will notify their instructor and it is their responsibility if that was not okay with their instructor. All pockets must be emptied and no materials are allowed to leave the room. Note times student left/arrived on the masters.
6. Start all exams at the same time and note the time started.
 - a. Pass out exams to all students and tell them to keep them face down until you say begin
 - b. Inform each student of how much time he/she has (1hour 30 minutes, etc.)
 - c. Say what time it is and say begin ("It is 8:44. You may begin.")
7. Make sure your cell phones are on silent, not vibrate, but are handy in case the office needs to get ahold of you.
 - a. Students' cell phones should be turned off and put into backpacks.
8. Write down situations on the master that occur during the exam that could be distracting or anything that was out of the ordinary.
9. If a student is a no show, please write it on the masters but do not seal the envelope.

AFTER the Exam:

1. Collect all materials from the students, including scratch paper.
2. Write down the ending time of the exams and complete the Master Checklists. Include one copy with the exam
3. If a student does not use their scantron, do **not** seal it in the envelope. Return to the office so we can reuse it.
4. Call the office if you have questions about an exam. The phone number is 573-882-4698.
5. Place ALL exam materials in the envelope and securely seal the envelope.