CC:

PROCTORING REQUEST
&
INSTRUCTIONS FOR EXAMS

Please complete this form and turn it into the T.I.P.S. office *one week* before your Scheduled Exam if you are unable to proctor your own exam.

The class will be notified that the exam will be proctored and that all questions regarding the exam should be directed to the professor or the Registrar. The proctor will not address any questions from students beyond what is defined below.

If there is an error between the specific instructions written here and the ones on the exam, these instructions (the ones told to the class by these written comments) will rule. In all cases the Authorized Materials submitted to the Registrar's Office will be the definitive authority for any disputes related to exam materials, protocol or parameters.

Acknowledgment: ☐ I have read the above and agree with the terms for proctoring my exam.

Professor: _____   Class: _____

Date & Time of Exam: _____   Room: _____

Do you want the Proctor to:
1. At the start of the exam:
    ☐ Hand out exams in the primary exam room
    ☐ Go with the Professor to hand out exams (Proctor picks up exam)

2. At completion:
    ☐ Students return exams to Registrar
    ☐ Students leave exams in the primary exam room   ***Continued on next page***

OFFICE USE ONLY

☐   Email class that exam is bring proctored and students should ask all questions of the Professor or the Registrar, not the proctor.   Date Sent: _____

☐   Authorized Materials List Attached . Date printed: _____
Any questions regarding exam materials or parameters will be based solely on the Authorized Materials filed with the Registrar. Students with questions at exam time must go to the Registrar's Office for advice.

SofTest Exam Password: _____

Time & Date of Exam: _____   Room: _____

Person assigned to Proctor: _____   Confirmed? ☐

    Back up (if necessary): _____   Confirmed? ☐

Exam End Time (Completed by Proctor): _____

Registrar's: x6614

IT: x6644 (hotline), x6808 (MC), x6645 (RM)

TIPS: x6663 (LF) or x6790 (AM)

3. What is the time limit for the exam? _____

The time due will be written on the board of the primary scheduled exam room. However, ExamSoft users' exams will be automatically shut down at the designated time allotment by SofTest.

4. Is there an essay portion of the exam? ☐ Yes ☐ No
☐ Not using *ExamSoft*

   If yes, how many question windows in *ExamSoft*? _____

5. Will there be a Multiple Choice/TF portion of the exam? ☐ Yes ☐ No

   If yes, how many questions? _____

6. Will the questions be delivered only in *ExamSoft* (no paper copy)? ☐ Yes ☐ No

7. Are there attachments to the exam? (If yes, list) ☐ Yes ☐ No

8. If there are questions about the exam during the exam time,

   Where/how can the students reach/contact you?

   If you are not available, what do you want students to do:?

   If you want the Registrar's office to assist, please advise what you want them to do?
   Specify:

9. Are there any additional instructions? ☐ Yes ☐ No
   If so write them out clearly.