

Delivering and Collecting the Exam:

1. All exams and necessary exam materials will be in manilla envelopes with labels for the class. The exams should be in the Registrar's office ready to pick up. Check this out half an hour before the scheduled start of the exam to be sure everything you need is ready and available. Pick up a copy of the **Proctoring Request & Instructions For Exams** form that the professor filed with the Registrar.
2. Bring materials to the scheduled exam room at least 10 minutes before the scheduled start of the exam so that you can empty the room and prepare it for the exam....be sure the clock shows the correct time. Lay the exams out on the tables in the front of the room in exam number order (10 stacks of "000", "100", etc. together).
3. Close to the scheduled exam time announce the name of the class (and section if needed), the professor, and the intended start time to be sure that the folks who have gathered are here for the correct exam.
4. Explain that computer exams will be completed in this room and that folks who are writing their exam should go to room 5 or 6 to take the exam. If there are not enough chairs (allow space between seats) for computer users, tell them to go to room 1 or 4 whichever is the closer room to set up.
5. Explain that folks who are planning to handwrite or have accommodations will pick up the exam here and then will be dismissed to go to proper room. Be sure folks are already set up in one of the handwriting rooms. Remind them they are NOT allowed to go into the library to use the computers, printers or staff for help....this is considered an honor code violation.
6. At the scheduled exam time ask the group if it looks like they are all here before you begin your instructions. Don't necessarily hold up the exam for one or two folks, but if a significant number are missing you may want to give them a few minutes.
7. Hand out exams. Since they are packaged in envelopes with exam numbers on them you will need to have students come forward to pick up the proper envelope....**BE SURE TO REMIND THEM** to get the one with THEIR exam number and not grab one randomly. Let them know that there are no blue books in their packets, but bluebooks are in the room on the desk for scratch paper that they can access during the exam if needed. Check to be sure there is a good supply. If not, contact the Registrar's office so more can be brought in.
8. While passing out the exams remind them they are not to begin reviewing the exam or turn that front page until all exams are out and you've gone over instructions and given them the go ahead signal. Remind them they are allowed to leave the room during the exam but that doing so will not extend the length of time they have to complete the exam.

9. Once everyone has an exam, go over the specific instructions. Reference the instructions in the **Proctoring Request**. Remember, if there is a discrepancy the instructions on the Proctoring Request rule. Be sure to advise the students of this.
- Tell them how long they have to complete the exam and how they should return them.
Note: Check the time for completion against the written instructions on the exam. If there is a discrepancy the instructions on the Proctoring Request rule.
 - Advise the students if there is more than one Question Window in *SofTest*.
 - Advise the students if there is an electronic “scantron” portion to the exam.
 - Advise the students if the Questions will be delivered in ExamSoft (more usually they are delivered on a hardcopy exam).
 - If this is a **paper** scantron exam, be sure you outline how to complete the scantron sheet (i.e. no name, exam number only, where to put the exam number). You can do this by referencing the half page scantron instruction sheet included with the exam.
 - If this a combined Essay and Multiple Choice exam using paper Scantrons, advise the students that they **MUST** start the exam in SofTest. SofTest will be acting as their timer, even when doing the Multiple Choice part of the exam
 - Tell them what to do if they have any questions during the exam. Remind them that questions may come up on the content of the exam questions...let them know if, and where, the professor will be available to answer questions. If they will not be available, tell the students to write down their question/concern over any part of the exam and to let the professor know they are answering based on whatever assumptions they want to note. If a problem arises on the logistics of the exam (i.e. missing page 4...missing an attachment...etc) then have them come to the Registrar’s Office with their questions.
 - Point out any other special instructions on the cover sheet. Be specific.
10. Remind them to put their exam number on the exam front sheet and every blue book or typed page they turn in. Remind them to include the exam itself and any scratch paper/bluebooks they used when they return the exam.
11. Tell students the number of pages in the exam and number of attachments, if any. Have

- the students open the exam and count the number of pages and check for all attachments, if any. Immediately replace exams in the envelope. If anything is missing send the students to Registrar immediately.
12. Ask for questions.
 13. When all is done...note the starting time out loud to the class for the handwriters. Remind them of the due time and place. **Write the due time on the white board.** Release folks to move to their writing room to begin the exam .
 14. **Advise ExamSoft SofTest users to open their exam now. SofTest users may download their exam at any time, but may not open the exam until you give the word. (The exam password is at the top of the cover sheet.)** When everyone is ready, tell them to type the word “Begin” and start the exam.
 15. After exam has begun wait a few minutes to be sure there is no obvious problem with the exam – one that you will need to deal with immediately for the whole group (i.e. missing pages....wrong exam cover sheet...etc.)
 16. Leave as quietly as possible, taking extra exam copies back to the Registrar’s Office (where folks will come to get them if they arrive late for the exam). **Let the Registrar’s staff know the due time IF the exam is to come back to their office. Write due time on the Proctoring Request form.**
 17. Come back to the room at appointed time to collect finished handwritten exams and exam materials from the computer users, if they aren’t being delivered to Registrar’s. If you collect the exams, be sure you count them and record your count with the Registrar’s Office before the exams are placed where the professor has stipulated. That way if any exams show up “missing” we know how many were collected on the day the exam was scheduled.

Collecting the Exams Only:

1. If you are asked to collect the exams only, be sure to attend the handing out so that you hear exactly what the instructor tells the students. Have a copy of the exam instructions as well. If you feel that there is any discrepancy (time stated in the exam instructions that is different than what the prof states) question the professor at that time. Be sure the pick up time is written on the board by the professor (that time is the final time).
2. Return to the room to pick up the exams about 5-2 minutes earlier than the time. ExamSoft users will be closed out of the exam when the exam time limit has been reached.
3. Be sure to gather the exams and count them at that time to be sure all are in. Do not let anyone extend past the time the exams are due.
4. Take the exams to the Reg office for sorting of handwritten and the paperless exams.

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