

## Examination Procedures *General Instructions to the Proctor*

Dear Proctor,

Thank you for serving as a proctor for this examination. In addition to the examination itself, you are also receiving an Examination Certificate that should be completed by both you and the student. Then return the Exam Certificate along with the examination questions, the completed examination, and any scratch paper the student may have used to the address provided in the Exam Instructions.

Reminder of proctor responsibilities:

### **PRE-EXAM:**

- Provide necessary documentation to the instructor to certify eligibility as a proctor;
- Complete the Eligibility and Responsibilities Agreement form provided by the student;
- If required, request proctor payment from the student. UofL does not pay fees associated with proctor services. UofL has the right to contact you to establish credentials. UofL may at any time request additional verification or mandate an alternate proctor;
- If you are a proctor at a Professional Testing Center (e.g. public library, university testing center) and delegate the proctor role to another staff member, you assume the responsibility that all standards are met;
- The examination must take place at a business address and not a residential address. The testing room should be an enclosed, professional environment that is comfortable, quiet, and free from distractions;
- Store the examination where it is inaccessible by the student.

### **THE EXAM:**

- Complete UofL Examination Certificate;
- Verify identification of the student by government-issued photo ID;
- Make sure the student did not access notes, books, or other materials to complete the examination, unless previously approved by the instructor. Verify the test-taking instructions provided by the instructor in the Exam Instructions, which should have been sent to you by the instructor;
- Give the student no more than the allotted time to complete the examination;
- Secure the sealed examination until it is opened in the student's presence at the beginning of the examination session and prevent copies of the examination being made during your tenure as a proctor;
- Secure the examination after completion and before mailing it to the instructor;
- Ensure academic integrity of the exam process on behalf of UofL. Tasks you will be required to do:
  - Stop the exam if integrity is compromised
  - Report the incident to UofL if exam has stopped
  - Document and share this information with the course instructor

### **POST-EXAM:**

- Return the Exam Certificate, the examination questions, the completed examination, and any scratch paper the student may have used within four (4) hours of examination completion to the instructor via email or mail using a tracking service. (Note: Students may not photocopy or take notes from any examination paper; **Proctors may make a copy of the exam to hold until it is verified the instructor has received the completed exam.**)
- Notify the course instructor if the exam was not taken during the scheduled time;
- If the rescheduled exam has not been taken two weeks after the scheduled date, you are instructed to return the exam to the instructor;

Note: The proctor services may be terminated at any time by any or all three active parties (student, proctor, UofL) with written notice to all parties involved.