

Proctoring Guidelines

Before the Test

Consult the instructor and/or test to find out what, if any, additional materials students are allowed to access during the exam. Ask specifically about electronic devices, calculators (including the specific kind of calculator), notes, textbooks, and other course materials. In addition, ask about any student-specific policies (e.g., disability accommodations).

If the instructor allows calculators but provides no guidance about the type of calculator, then the proctor should assume that only calculators with the most basic computational functions are permitted. If the instructor provides no guidance about additional materials, then the proctor should assume that no additional materials are permitted.

At the Beginning of the Test

Ask students to turn off all non-permitted electronic devices and to store all unauthorized materials (such as study materials and electronic devices) inside closed bags or a comparable secure and non-visible storage location.

Please see [this memo](#) from the dean of the College for specific guidelines for electronic devices. Proctors must ask students to handwrite the required [test honor pledge](#).

During the Test

Proctors should remain in the room and actively monitor students at all times.

If a proctor observes a student acting in a dishonest way during the test, the proctor should:

- Ask other proctors, if any, to corroborate the suspected dishonest behavior
- Ask the student to stop the suspected dishonest behavior
- Ask the student to turn over any unauthorized materials that the proctor directly observed, including electronic devices and written materials
- In situations when a proctor observes a student looking at the test(s) of any other student(s), note, if possible, the name(s) of the other student(s) in addition to the student suspected of dishonesty
- Relocate students within the testing room as needed
- Allow the student to complete the test
- Return confiscated electronic devices at the conclusion of the test
- Retain unauthorized materials (other than electronic devices) necessary to document the suspected dishonest behavior

Proctors should not:

- Search students
- Search electronic devices
- Issue a general request that the student disclose his/her possessions, rather than a targeted request for specific unauthorized materials observed by the proctor
- Persist in attempting to confiscate unauthorized materials from an uncooperative student, as the student's refusal to comply with a proctor's reasonable request is in itself a violation of the student conduct policy
- Stop students from completing the test

After the Test

If the proctor observed suspected dishonest behavior, the proctor must document what they observed and submit that documentation, along with any confiscated unauthorized materials (other than electronic devices), to the instructor or to the proctor supervisor.

Proctor supervisors who receive documentation from proctors must submit that documentation, including confiscated unauthorized materials, to the instructor. See the academic honesty policy for more information about [mandatory reporting requirements](#) for proctors and proctor supervisors.