

## **Examination Proctoring Policy**

1. Proctoring of examinations, and assisting in proctoring, is part of the academic duties of every full-time faculty member (University Bylaws, Section 8.6). Part-time faculty members are requested to proctor their own examinations (University Bylaws, Section 9.14).
2. Proctors are expected to spend proctoring time strictly supervising the students throughout the duration of the examination. Proctors shall refrain from indulging in activities that could distract them from their duties and responsibilities during examination sessions.
3. Smoking during examination sessions is strictly forbidden. This applies to examinees and proctors alike.
4. Seating arrangements for examinations, if applicable, should be posted at least half an hour before each examination session. Each examinee should be certain of his/her seat number and examination room before proceeding to sit for the examination. Instructors should arrange seating to minimize possibility of cheating.
5. Proctors should ensure that students are seated in a manner which is consistent with taking an exam in order to ensure academic integrity.
6. The proctor shall request examinees to place their I.D. cards on their desks.
7. The head proctor shall fill a proctoring form listing the names and signatures of examinees and including his/her comments on the examination session. The proctoring form is to be returned to the Chairperson concerned at the end of the examination session.
8. Exams should be error-free. At the beginning of the exam, a 5-minute grace period will be allowed for students to ask questions concerning possible errors. After this time, no questions will be permitted.
9. If the examinee needs scratch paper, he/she shall simply raise his/her hand. All scratch paper provided to examinees must be signed by a proctor.
10. No paper other than the examination booklet and scratch paper signed by a proctor may be used, unless the exam is “Open Notes”.
11. Question sheets of examinations together with all scratch paper provided to examinees must be collected with the answer booklets at the end of the examination session.
12. No communication of any kind between examinees is permitted during an examination. The borrowing of any items, including pens, rulers, erasers, tissue papers, calculators and the like, is strictly forbidden.
13. Cellular phones must be switched off during the examination session. Phones put in “silent” mode are not allowed (both faculty members and students).
14. Examinees are not permitted to read the examination questions before the proctor announces the start of the examination, or to continue writing after the proctor has announced the end of the examination.
15. Neither books nor papers of any kind may be taken to a closed-book examination. In an open-book examination, the official textbook of the corresponding course is the only textbook that may be allowed.

16. Once an examinee has entered an examination room, he/she is responsible for that examination or set of examinations. If the examinee leaves the room for any reason whatsoever, he/she will not be allowed to return to the examination room and will receive credit only for that part of the examination that was undertaken. In case of illness or dire need, a student may be allowed to leave the room with a proctor, if one is available. The student will be allowed to continue the exam without additional time being added.
17. When the proctor announces the end of the examination, each examinee should stop writing and should place the answer booklet, with the question sheet and all scratch paper inside, face down at the edge of the table next to the passageway. Examinees should remain seated until all examination booklets are collected and they are told to leave the examination room.
18. If the examinee finishes before the end of the time allocated for the examination, he/she should not start a following examination until told to do so. If there is no following examination, the examinee may leave the examination room after handing the answer booklet to a proctor. The examinee may not talk to any other examinee or proctor on his/her way out of the examination room.
19. In examination sessions including examinees from two or more courses offered by one Faculty and including many proctors of that Faculty, or from courses offered by different Faculties and including many proctors of these Faculties, all proctors have the same prerogatives.
20. All examinees have the duty to strictly abide by the regulations mentioned above.
21. All proctors have the duty to strictly apply the regulations mentioned above.