

Proctoring and Test Recommendations:

The Role of a Proctor

Your role as a proctor depends on the type of exam, the course level, and the kind of content being assessed.

Exam level considerations:

- ❖ **Hourly Exam:** Is this a program course? Standardized protocols must be in place for interacting with examinees. Are you allowed to answer reasonable questions? Are bathroom breaks permitted?
- ❖ **Midterm/Final:** You should be knowledgeable about the course so you can answer questions, and there should be minimal interaction between you and the examinee.
- ❖ **Standardized(e.g., ACT/GRE/Licensure Exam):** Usually very prescribed, little or no flexibility in interaction.
- ❖ **Quiz:** Does the program allow more flexibility/less adherence to formal protocols? Interaction is dictated by program guidelines.
- ❖ **Oral:** By definition, there is a high level of interaction.
- ❖ **Practical:** In this case, your role depends on assessment and program guidelines. Are you an observer or evaluator? Do you participate in role playing?

Classroom Proctoring Techniques

To discourage cheating, you must strike the correct strategic balance between being invisible and hypervigilant.

- ❖ Ensure that the proper seating distance is maintained between students. Proper seating is subjective, and proctors should use a common-sense approach. Be vigilant by regularly walking the perimeter of the room.
- ❖ Guard against attempts at cheating by making random eye contact with exam takers on occasion. Make an effort not to focus on any particular student.
- ❖ Make sure students come into the testing room with only water and writing utensils — no cell phones! **Require all electronic devices to be placed in backpacks and announce that if an electronic device is available during the examination, this will be construed as an act of cheating.**
- ❖ Require students to place all personal effects at the front of the room or out of view.

- ❖ For multiple sections of the same course, create different exams for each section.
- ❖ Do not recycle exams from previous semesters. (Student groups often maintain files of old exams.)
- ❖ Keep exams safe. Destroy extra copies.
- ❖ For exams in rooms in which students cannot be seated apart, create multiple versions.
- ❖ Different randomized versions on different colored paper discourage copying and allow easier monitoring.

- ❖ Randomize test questions.
- ❖ Prohibit the wearing of wide-brimmed caps or ask students to turn them backwards.
- ❖ Announce that "talking during the exam will be construed as cheating."
- ❖ Create a "sign-in" sheet and compare signatures on the exams with those on the sign-in sheet. A "sign-in" sheet deters students from suggesting an instructor "lost" his or her exam.
- ❖ Count the number of students present and compare with the number of exams submitted.
- ❖ Examine the desktops and floors during the examination and require removal of all extraneous material.
- ❖ Monitor carefully all segments of the room at regular intervals during the examination.
- ❖ Announce that anyone leaving the classroom during the exam will not be allowed to return.
- ❖ Ensure all proctors can identify behaviors indicative of cheating and document any such observations.
- ❖ Be certain at least two proctors(if feasible) can corroborate and document any unusual behavior.
- ❖ Confiscate all evidence of cheating (crib sheets, notes, etc.) immediately, unobtrusively, and without comment.
- ❖ Do not leave the room during the examination period

Confronting In-Class Cheating

If you notice suspicious activity, you first need to decide whether there is reasonable evidence to support that suspicion. If you think that cheating did indeed occur, or if you are not sure but have a strong suspicion that it did, then you should report this to the course instructor or program director or adhere to whatever guidelines are in place. In general, you should:

- ❖ Get additional support. If possible, get additional witnesses so that you have more evidence than just your word against the student's. You may consider texting a colleague, if you are alone.
- ❖ Take notes. Write down any additional information that might be relevant, which you might not remember if the situation is contested at a later date.
- ❖ If you notice "wandering eyes," remind the students that all work must be individual and to keep their eyes on their own paper and/or visit with the student(s) whom you suspect and quietly remind them specifically.
- ❖ If you hear talking, whispering, or murmuring, in any language, or exchanging information either remind the class in general that no talking is permitted or quietly confront the students who are doing the talking. Note where they are on the exam and have them quietly change seats.
- ❖ "If you suspect cheating, do not try to take the exam from the student, or to overtly call attention to the student in any other manner.". Let them complete the exam, and try to determine visually where they were in the exam when you noticed suspicious behavior (discretely note where on the exam, which page they are on, and make a note, along with the student's name, and how they were cheating, etc.).

- ❖ When you see a student using notes or having notes visible, immediately, but discreetly, confiscate the material. DO NOT destroy the notes as they will be evidence in disciplinary proceedings to follow. Make a note where the student is on the exam but let them complete the test.
- ❖ The same applies to having a phone visible; text-messaging is a quiet way to share information.
- ❖ Sometimes students will have come into the classroom before the exam and write information on the desktop. If you suspect this has happened, have the student change seats, note where they are on the exam, and allow no one else to sit there, if possible.

Instructions to students:

- ❖ If you would like to be proactive, you can announce to student at the beginning of class that if they suspect cheating, to notify the instructor.