• Assign/change seating for examinations; if possible, leave empty seats between students.
• 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.
• 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 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.