**Proctor Policies and Procedures**

All UNK general policies and academic integrity policies specifically apply to proctored exams. A proctor’s allegiance is to the academic process and not to the student. It is your responsibility to ensure that academic integrity is upheld.

Thank you for your decision to proctor for a UNK student. Please review the information below for policies and procedures in order to successfully carry out your role as a proctor.

**Before student arrives:**
- Ensure you have the exam materials in your possession.
- Review exam instructions and make note of materials that are permitted during the exam.
- Ensure that the area is conducive for testing (quiet, free from distractions, reliable computer and Internet connection).

**When the student arrives:**
- Verify the student’s identity by checking a legal form of identification (driver’s license, state ID, passport, etc.).
- Ask the student to leave with you any items brought to the test site (cell phones, smart watches, any electronic devices, keys that may have flash drives attached, notes, books, purses, backpacks, etc.). It is recommended that you have the student store these personal items in their vehicle or leave it at home, rather than you take responsibility for them.
- Unless specified, tests/quizzes are NOT open book; students may not use any outside resources or internet sites during the test/quiz.
- Walk student to the test station.
- No one other than the proctor and student may view the exam or be in the general area during the exam.
  - If online exam
    - Student may use their personal computer if allowed by the faculty.
    - Let student log in to the Learning Management System (LMS), navigate to the course, and click on the exam.
    - Verify the authenticated person is the one taking the exam.
- Enter exam passcode for student when s/he is ready to start the test. (Under no circumstance should student see passcode).
- Make sure the examination corresponds with the course in which student is enrolled.
  - If paper exam
    - Distribute the exam to the student.
    - Log Start Time and keep track of it

During the exam:
- The exam must be taken in one sitting.
- Verify the allocated time on the exam instruction and adhere to it.
- Do not leave the student unattended. Stay in the test area until exam is completed.
- Unless specified, the student should not be allowed to leave the testing area during the exam.
- Handle necessary interruptions as quickly and quietly as possible.
- Write down any irregularity it might occur.
- If cheating occurs, adhere to the instructions given by the instructor.

Things to look for while proctoring:
- Ensure that cheating is not occurring by looking out for the following;
  1. Student does not have multiple browsers and tabs opened.
  2. Wandering eyes.
  3. Student is not using any prohibited electronic device or written material.

After the exam:
- Retrieve all papers (question papers, exam instruction, scratch papers etc.) from student.
- If a computer was used, under no circumstance should any portion of the exam be saved on the computer.
- Return to the student any personal items held during the exam.
- Fax, scan, email or mail the test, any paper used by the student, or any incident you would like to report.
- If sending any piece of information to the instructor, that should be done within 24h.