Proctor Protocol (updated F19)

✓ Always have your ID, Proctor Script, and the exam details. **BE ON TIME.** Call DSP if you are late.
✓ **At pick-up:** 1) obtain instructor contact info, 2) verify allowed materials, 3) count the exams. Never share the instructor’s contact info with others – grounds for termination.
✓ **Starting the exam:** 1) READ PROCTOR SCRIPT (on back), 2) observe phones go into bags, 3) bags against wall, only approved materials out. Make a note if student says they do not have a phone.
✓ Check students’ IDs only if professor requires it. **Only students on your list may test with you, no exceptions.** If you don’t know who is who, check the exams turned in at the end to make sure the names/end times match your accommodation. Contact DSP immediately if they don’t.
✓ Contact DSP if you are asked to change anything about the exam accommodation, including exam room, students, and length of time.
✓ **Unless the professor has specified otherwise,** students may arrive late as long as there is time remaining. Late students do not receive lost time back. You must note each student’s arrival and departure time.
✓ If no students arrive within 60 minutes, you may turn the exam(s) in and leave. You will be compensated for your time worked.
✓ Contact DSP if there are any issues with the exam room. Exams may overlap in OLDGM rooms, but private setting students may NEVER share an exam room.
✓ **Restroom breaks:** Students may go one at a time and leave everything with you. They should hand you their exam as they leave – make note of the time they leave and return. If restroom breaks are excessively long (12+ min) or frequent, please let DSP know.
✓ **Student questions:** You may text, call, or email the instructor if a student has a question. If the instructor is unavailable, the student writes down their question and you make a note.
✓ Collect all exam materials by default including scratch paper and any allowed cheat sheets.
✓ Drop off exams at correct location. If you hand the exams to someone, please note their name.
✓ **Complete system notes & timesheet within 24 hours.** System notes should be descriptive, include names and timestamps, and should document all “events” during the exam including breaks, disruptions, and start & end times.
  o Example:


Created by: Proctor on 10/1/2019

Contact Numbers:
Front Office: 805.893.2668 (call only, 8am-5pm)
Proctor Coordinator Line: 805.893.6077 (call only, 8am-5pm)
Proctor Phone: 805.448.2058 (call/text anytime you are proctoring)

Always contact DSP for questions, clarifications, or if something unexpected happens. Don’t guess!
During the exam:
Your primary responsibility is to monitor the exam. Face the students the entire time and do not leave the room for any reason.

You may quietly study, read, or write on the side during non-active shifts. All activity must be quiet and non-disruptive to the students. *No eating, audible typing, laptop use, music, video streaming, visitors, headphones, or social media.* If you need to use the restroom, contact DSP.

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**Proctor Script**

Required for every exam as of Fall 2019 - Begin reading 2-5 minutes before Exam Start Time
It is okay to reorder the sections but all parts must be read
If there are parts that are not applicable to your accommodation (i.e. 100%/150%/200% time), please skip that part and move on.

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Hi, my name is [PROCTOR NAME] and I am here to proctor the [COURSE NAME] exam for [PROFESSOR NAME]. We are in [BUILDING/ROOM NUMBER]. Please check your exam accommodations now to make sure you are in the correct room and that your proctor is [PROCTOR NAME].

Your instructor has stated that [MATERIALS ALLOWED] are permitted on the exam. Please make sure you have everything you need for the exam out now, including water. Breaks to get water or food during the exam are not allowed. If you need to use the restroom during the exam, please bring your exam up to me - you may go one at a time.

I will be coming around to (check IDs [if applicable]), observe your phone being silenced and placed away in your backpack and to make sure that you only have the materials allowed by your instructor. Once phones are away, backpacks must go against the wall away from you.

*Proctor observes phone being silenced and put away, student places backpack against wall away from both student and proctor. Check IDs if required by instructor.*

We will start at [START TIME]. If you requested 150% time, your exam will end at [150% TIME]. If you requested 200% time, your exam will end at [200% TIME]. If you did not request additional time, your exam will end at [100% TIME].

Please let me know if you would like updates on time remaining. Exams must be handed in by your end time – you cannot continue working on your exam, even to bubble, after your end time has passed. I will now pass out the exams.

*Pass out exams at start time*