

Quick & Easy Proctor Checklist

- ✓ Print out or screenshot a copy of the exam instructions, student(s) accommodations, and have your ID ready at pickup.
- ✓ If the exam location is locked, please check with the creator, departmental office staff, or facility staff in the building. If you cannot get ahold of anyone, call our office.
- ✓ Did you verify the student(s) identity via photo ID?
- ✓ Note all students who were absent and or arrived late. Remember if a student is more than 30 mins. late, he/she is not allowed to take the exam with you. Redirect the student to Professor or DSP.
- ✓ Did you secure all the student(s) belongings?
(i.e. backpacks, cellphones, MP3, notes, books
Etc.) The student(s) should not have anything with him or her during the exam.
- ✓ Seat the student(s) one desk or one seat away from one another to reduce the possibility of cheating.
- ✓ Student(s) must complete the exam at their designated end time. Please be sure to differentiate between 150% and 200% time students. There should be a note in the system regarding student(s) end time.
- ✓ Drop off exam at correct location. If you are physically handing the exam to someone, please get their name and make a note in the system.

Contact Numbers:

Front Office: (805) 893-2668

Proctor Coordinator: (805) 893-6077

Emergency Phone: (805) 448-2058 (after office hours)

Facilities: (805) 451-9303 (locked location after hours)