



DUQUESNE UNIVERSITY SCHOOL OF LAW

PROCTOR POLICIES AND PROCEDURES

PROCTORS MUST BE FAMILIAR WITH ALL LAW SCHOOL EXAM POLICIES AND PROCEDURES.

NEW: Duquesne University School of Law Security Policy – Outside doors lock at 6:00pm.

Please be sure to have your Duquesne University ID at all times.

Law Library – swipe access only during exams

- All proctors should park in the **Forbes Avenue Garage**. The Law School Registrar's Office will pay for your parking.
- **Proctors must arrive 15 minutes before the scheduled exam time.**
- You are required to complete a University timesheet. You can record the extra 15 minutes before the exam begins and any extra time that it takes you to organize the exam materials after the exam is over.
- Proctors must place your cell phones are on silent and the vibration turned down.
- Proctors may **NOT** use headphones while proctoring exams.
- If you are the only proctor in the room, a Law School representative will give you a break about halfway through the exam. If there are two proctors in the room, you may take turns taking a break as long as there is always at least one proctor in the exam room.
- Proctors must work together. The law school does not want proctors disagreeing in front of students. If there is an issue, one of the proctors should see the Law School Registrar or Assistant Registrar for assistance.
- It is the proctor's responsibility to supervise the exam process, enforce rules and lessening the opportunity for cheating.
- Proctors **MUST** instruct all students to place their book bags in the front of the classroom and to remove all hats and coats. Cell phones, all watches, and other devices must be off and placed in the student's book bag or purse.
- Students must sit every other seat; they are not permitted to sit next to one another.
- Students are not permitted to bring food in the exam room. Students may have only bottled water with them.
- If students complain about the temperature during the exam, please notify our office, and we will contact the facilities department.

- The Law School Registrar's Office will supply earplugs for all students. Students are not permitted to use any other earplugs.
- We will supply **pencils only** if the exam has a scantron section. We **DO NOT** supply students with pens and pencils during other exams.
- If permitted by the professor, we will supply scratch paper also. Students must write their exam number at the top of the page and turn in any scratch paper they use along with their other exam materials.
- Our office will supply each proctor with an exam coversheet that lists permitted materials students may use for that specific exam and any other necessary information regarding the exam.
- Proctors must place all exams and materials face down in front of each student.
- Students are not permitted to write their names on any exam documents that may be viewed by their professor during grading. They must use their six-digit exam number for the current semester. If the student does not know his/her exam number, please direct them to our office.
- If a student arrives late to an exam, he/she does not receive extra time to complete the exam. If the student is more than ten minutes late, please direct the student to our office.
- If a student becomes ill during the exam, you must immediately notify the Registrar or the Assistant Registrar.
- **If a student is using his/her laptop to complete the exam:**
 - **They MUST bring and use a power cord for their laptop.** They are required to keep their laptop plugged in during the entire exam. If they do not bring a power cord with them, they must write their exam in a bluebook.
 - They must run the exam software during the entire exam regardless of the exam format. If a student finishes the essay portion of the exam, they must remain logged into the exam software until they are finished with all portions of the exam.
 - Students are permitted to log-into the computer software, but they must STOP at the screen that states "**Do Not Start Until Instructed**". They are not permitted to proceed until you tell them they may begin the exam.
 - **Please remind the students to select the correct exam listed in the software.**
 - You should walk around the room to make sure everyone is on the correct screen before announcing students may begin.
 - If you are alone in a room, you may have the students turn their laptops to face you so you can visually see that all the students' laptops are on the correct screen.

- If a student experiences any technical difficulty during the exam, they are permitted to restart their computer one time in front of you.
- The exam software will save files every 60 seconds so they should start writing where they left off in the software.
- If the problem persists, they must immediately begin writing in a bluebook. They will not receive extra time to complete the exam.
- We will match up the answers once they are printed. Please direct students with computer issues to Room 304 for technical assistance following the exam.
- **Proctors must make a notation on the proctor sheet so we know which students experienced difficulty during exams.**
- Once a student submits his/her exam in the software, they will be unable to retrieve the exam again.
- **Students should not leave the exam room until they receive the green confirmation screen and returned all of their materials.**

CONGRATULATIONS!!

- If a student is writing in a Bluebook:
 - **Students should only receive one bluebook at a time.** They are permitted to use as many as needed, but they should come to you if an additional one is needed. They should number the bluebooks consecutively (1 of 2, etc.)
 - They are not permitted to rip pages out of the bluebooks.
 - Students should only write on the front side of the pages and write on every other line so that it is easier to read.

- Proctors must count all students in the classroom to ensure your total matches the total on the exam sheets which are prepared for you by the Registrar's Office. Please also count and total all bluebook and laptop users.

- Proctors are required to QUIETLY walk around during the examination approximately every 30 minutes.

- Proctors must walk to the student to answer any questions once the exam is in progress. Please do not yell your answer or question while students are taking the exam.

- Students are only permitted to use the restrooms on the third floor and in the student lounge area; **one student at a time.**

- Students are not permitted to leave the building for any reason until they have completed their exam.

- Proctors should give a 15 minute, 10 minute and 5 minute warning at the end of the exam. All students must stop writing or typing when you tell them to stop. If you notice a student continues to write or type after the exam time has ended, please make a note about the student on your proctor sheet.

- Students are **NOT** permitted to take a break during the last 10 minutes of the exam.
- **No student should exit the room before signing in everything they have used during the exam.**
- Once a student is finished with the exam, proctors should record all materials students return to you on the proctor sheet provided by the Assistant Registrar.
- **Proctors should put the exams in numerical order according to the student exam numbers once all exams have been returned.**
- **Please separate the scantron sheets from the exam and place the exam and scantrons in numerical order.**