



DUQUESNE UNIVERSITY

SCHOOL OF LAW

Proctor Handbook



**DUQUESNE UNIVERSITY SCHOOL OF LAW
PROCTOR POLICIES AND PROCEDURES**

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

Important Information for Proctors

- All proctors should park in the **Forbes Avenue Garage**. The School of Law Registrar's Office will pay for your parking.
- **Proctors must arrive no later than 15 minutes before the scheduled exam time. Please call to notify us with any issues (412-396-2268).**
- Proctors 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 have their cell phones on silent and the vibration turned off during the exam.
- 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 short 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. Both proctors need to be in the room at the beginning and end of the exam.
- Proctors must work together. If there's an issue, one of the proctors should see the Law School Registrar or Assistant Registrar for assistance.
- Proctors **must** count all students in the classroom to ensure your total matches the total on the proctor sheets prepared by the Registrar's Office and record the number at the top of the proctor sheet.
- Proctors are required to QUIETLY walk around the exam room multiple times during the exam.
- Proctors must walk to the student to answer any questions once the exam is in progress. Please answer the question to the best of your ability quietly.
 - Note: The timer on the exam takers exam does not begin until the exam taker selects "Start Exam." Please provide a 5-minute grace period.
- When exam takers are finished, one proctor should check for the green confirmation screen on the student's device and the second proctor will record exam taker materials on the proctor sheet.

Exam Day

It is the proctor's responsibility to supervise the exam process, enforce rules and lessen the opportunity for cheating.

Before Exam

- 1) Make sure the exam reminders/tips are on the display in your classroom.
- 2) Instruct all exam takers 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 exam taker's book bag or purse.
 - Exam takers must sit every other seat; they are not permitted to sit next to one another.
 - Exam takers are not permitted to bring food into the exam room.
 - If exam takers complain about the temperature during the exam, please notify our office, and we will contact the facilities department.
- 3) Place all (if any) materials face down in front of each exam taker.
 - The School of Law Registrar's Office will supply earplugs for all exam takers. *Exam takers are not permitted to use any other earplugs/headphones.*
 - **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 including the exam passcode.**
 - If permitted by the professor, we will supply scratch paper also. **Exam takers 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. Exam takers are not permitted to use their own scratch paper.**
 - Exam takers 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 their exam number, please look up their name and number on your proctor sheet.
- 4) As exam takers are checking in and setting up their laptops, please announce:

“Exam takers, please make sure you do a hard shutdown, completely turning off and on your computer then log into Exemplify and select the correct exam. Write down your exam number on all materials you'll turn in at the end of the exam. Finally, review the information displayed on the projected screens.”

Note: If the exam taker doesn't have their exam listed in Exemplify, notify Registrar immediately.

5) When you are ready to begin, announce:

“Exemplify will save every 60 seconds. If you experience a technical issue during the exam, please raise your hand and follow the troubleshooting steps on the projected screen. If this does not resolve the problem, you will finish the exam by writing in a Blue Book.

Before you leave, you must show me your green confirmation screen and submit any materials you’re not permitted to take with you including copies of the exam and your scratch paper. You can then exit the exam room.”

6) Provide the passcode to the exam next to “Passcode” on the document displayed on the projected screen at the beginning of the scheduled time.

“Here is the passcode to your exam. You may begin.”

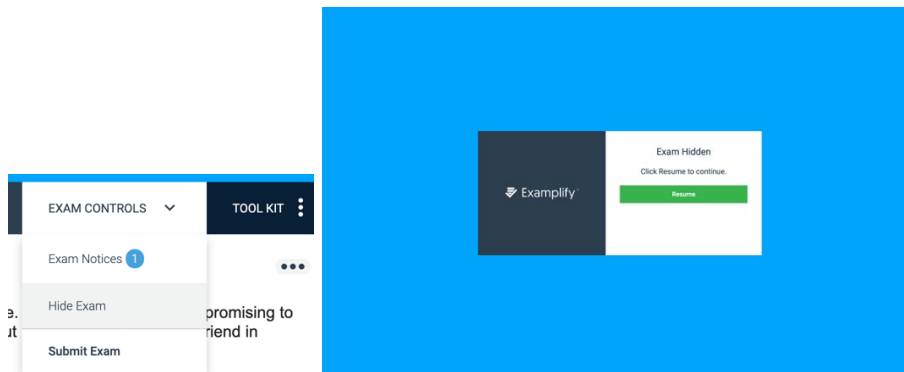
During Exam

7) If an exam taker experiences a problem during the exam, they must:

- Inform you immediately by raising their hand
- Wait 1 minute for the automatic backup to save
- Follow the trouble shooting steps on the display.
 - If this does not resolve the problem, the exam taker should immediately finish the rest of the exam by writing in a Blue Book.

8) Clearly mark the Proctor Check-In sheet next to their name if that student had a computer issue/problem.

- If an exam taker arrives late to an exam, they do not receive extra time to complete the exam.
- If an exam taker becomes ill during the exam, you must immediately notify Registrar.
- Exam takers are only permitted to use the restrooms on the third floor and in the student lounge area; **one student at a time.**
 - If an exam taker exits the room, their exam should be hidden
 - Exam Controls at the top right of the screen and click Hide Exam



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

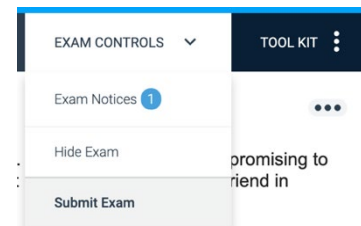
After Exam

- Exam takers are **NOT** permitted to leave the room during the last 10 minutes of the exam.
- **No exam taker should exit the room before submitting everything they have used during the exam and showing you their green confirmation screen.**
- Once an exam taker is finished with the exam, proctors should record all materials exam takers submit on the proctor sheet provided by the Assistant Registrar.

9) End the exam when time is up.

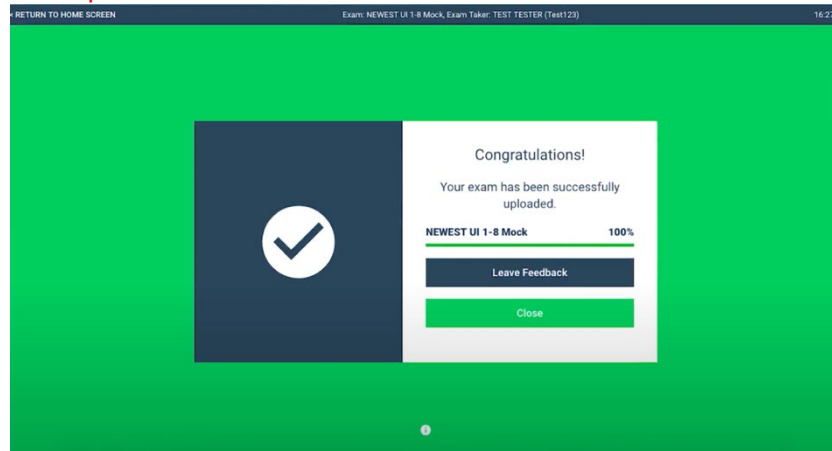
Please provide a 5-minute grace period as exams include timers. These timers begin once exam takers select "Start Exam" after they enter the passcode to the exam. Exemplify will also provide a 5-minute warning.

"Time is up. Please stop typing immediately. Click the Exam Controls dropdown menu in the upper right corner and click submit exam then confirm your submission.



Note: Once a student submits their exam in the software, they will be unable to retrieve the exam again.

You will then be prompted to continue to upload your exam. This must be done to receive credit. Do not leave the exam area before receiving the green confirmation screen. You should also receive an email notice for a successful upload.



You must show me your green confirmation screen one at a time then proceed to submit your other materials before leaving the exam room."