

#### **EXAM PROCTOR TRAINING**

Learning Support Services

Villanova University

As an Exam Proctor, you play an important role in supporting Villanova students and upholding academic integrity standards.

#### **Proctoring in LSS**

**Falvey Test Center** provides testing accommodations for students registered with LSS.

Accommodations might include extended exam time, additional permitted materials, breaks during tests.

**Tolentine Test Center** provides testing space for students taking their exams at a separate time than their classes.

Reasons might include illness, NCAA commitments, or other university approved absences.

"I can honestly say that the support I received from LSS was **key to my success** as a student at Villanova and today as an ongoing student of life."

- UG Alum, Class of 2021

- Check students in/out for tests
  & track seating placements
- Ensure compliance with professor instructions (included on test cover sheet or materials list)
- Monitor and report incidents of academic dishonesty
- Escalate technical issues or questions for professors

### **Proctor Responsibilities**

# What does a proctor shift entail?

Please check in with your Exam Proctoring Coordinator and/or Exam Proctoring Assistant upon arrival.

**Check In:** When students arrive, find their names on the schedule and record their seat number and time of arrival. (Students might arrive at a different time than indicated on the schedule. In these cases, you will be advised whether to update the start/end times.)

**Monitor:** You are responsible for monitoring test-takers to ensure that they only use permitted materials and adhere to the correct exam duration.

**Check-Out:** When students finish exams, record the end time and ensure they submit **all** materials (including scrap paper) to the Test Center office.

#### **PROCTOR MATERIALS**

#### **Testing Schedule & Materials List**

Student 💌	Materials / Professor Instructions	Course 💌	Start Tir 💌	End Time-1
Han, Isabell	One 5x8 index card with notes, both sides.	PHI 2121 002	11:30 AM	2:30 PM
Stupak, Holly	Calculator	CHM 1151 013	11:30 AM	3:15 PM
Mitchell, Elora	calculator, one sheet of paper (one -sided) with whatever information they want	FIN 2323 001	11:30 AM	3:15 PM
Harris, Emily	closed book exam - just stationary needed	BIO 4505 001	11:30 AM	3:15 PM
Subik, Nicole	Students may access course readings and course notes (in hard copy and/or electronically)	HIS 1165 001	11:30 AM	3:15 PM
Cortopassi, Paul	Laptop for blackboard exam. calculator, blank paper, pencil/pen	BIO 3055 002	11:30 AM	
Groth, Emma	Scratch paper and a calculator. Nothing else.	CHM 3211 001	11:30 AM	3:15 PM
Soares, Patrice	None - only pencil or pen.	ECO 3108 004	11:30 AM	4:30 PM
Limongelli, Jackie	computer, calculator, notes **Student takes test on blackboard, but the notes they use for the answers should be scanned and sent to me **NOTE: TEST TIME IS 1 HOUR FOR THE CLASS	PSY 2000 001	12:00 PM	5:00 PM
Okon, Michelle	pen/pencil, calculator	ECO 1001 013	12:00 PM	5:00 PM

#### **Scrap Paper**

Students may only use scrap paper provided by the Test Center so proctors can easily differentiate from unauthorized notes.

**Lined and Blank Paper:** Proctors can identify authorized lined and blank paper by monitoring for the Test Center logo at the top of the page.

If you note a student bringing in their own scrap paper, confirm on the materials list whether other notes/resources are permitted. If not, see "What do I do if I observe cheating?"



#### Monitoring

- Be aware of each student's permitted materials.
- Check constantly for unauthorized materials.
- Note when students leave the room for extended periods
- Visually scan the room at least once every 10 minutes.
- Walk around the room (quietly!) every 30 minutes.

# Signs of Potential Cheating

- Leaving testing room for an extended period of time
- Looking at other students' tests
- Using/attempting to use unauthorized materials
- Hiding notes or devices\* in pockets, laptop/pencil case
- Frequently looking down at lap
- Suspiciously shifting papers around

\*Cell phones, smartphones, smartwatches, and other electronic devices are NOT permitted unless otherwise indicated in the Schedule & Materials List.

# What do I do if...

- **I observe or suspect cheating?** Notify your respective test center with the student's name, seat number, and identified or suspected cheating behaviors via email.
- A student has not finished their test by the end time? Approach the student and politely let them know that their exam time has ended. Give them a moment to collect their items and exit the testing room. If they push back, let them know a member of the Test Center team will be there shortly to advise. Email the Test Center office with the student's name and seat number.
- A student asks to leave the testing room during the test? Students may leave the testing room to use the restroom, get snacks/water, walk around, etc. Record the time that the student left and returned to the testing room. If a student leaves the testing room for longer than 10 minutes, email the Test Center office with the student's name and seat number.
- **A student has a technology issue or exam question?** Direct the student to the Test Center office, where someone will assist with contacting the professor.
- A student appears visibly upset, sick, or is having a medical emergency? If you're comfortable, gently approach the student and ask if they need anything (e.g., snack/water, step out of the testing room, etc.). If needed, email the Test Center Office with the student's name and seat number. For a medical emergency, call Public Safety at 610-519-4444 and then get someone from the Test Center Office immediately.

**Can I do my homework during my shift?** Yes – however it's important that you prioritize your proctoring responsibilities. If you are struggling to balance proctoring with

your own work, please work with your respective Exam Proctoring Coordinator on strategies to manage this (i.e., setting silent alarms, re-evaluating shifts, etc.).

- Can I leave the testing room during my shift?

If you need to leave the testing room for less than 5 minutes, you may do so and return as soon as possible. If you need to leave the testing room for more than 5 minutes, notify the Test Center office (email or in person) and let them know how many students are in the testing room.

Please uphold the **confidentiality** of students taking tests with LSS both in and out of the Test Centers. Respecting that some may be your peers, you may greet them briefly and ensure that the interaction does not disrupt the reduced distraction environment.

## Other Questions

Proctors may be needed to act as a reader or scribe for a student with an accommodation. In these cases, proctors will be contacted through the GroupMe with requests to cover the shift.

- Reader
  - The Reader reads each test question to the student test taker
  - The Reader may be asked to repeat the question or slow down while reading
- Scribe
  - The Scribe handwrites/types answers for each question as dictated by the student test taker.
  - The Scribe should only write what the test taker has said and not add any additional words or information.
  - Formatting and grammar can be adjusted if needed to be legible and clear.

If asked to define a word relevant to the test material,

Readers/Scribes should decline or contact the Exam Proctoring Coordinator with questions.

**If asked to provide a test answer**, the Reader/Scribe should stop the test and report to the Exam Proctoring Coordinator immediately.

Readers/Scribes may **NOT** read/scribe for tests in their major or for a class that they could potentially take at some point.

#### **Other Proctor Opportunities**

If you need to call out, message in the **All Proctors GroupMe** to request coverage.

If possible, please give at least 48 hours notice if you need coverage for your shift.

To cover another proctor's shift, reply in the GroupMe to ensure that the Exam Proctoring Coordinator and other proctors are aware that the shift is covered.

#### Calling Out

After 3 no-shows without communication, the Senior Exam Proctoring Coordinator will reach out to schedule a meeting with you to discuss your proctoring responsibilities and any support you might need.