

FINAL EXAMINATION COVER SHEET

Examining Teacher: _____ Proctor(s): _____

Class: _____ Room: _____

Exam Date/Time: _____ # of students: _____

Additional Instructions (if any): _____

Calculator use permitted? ☐ Yes ☐ No

Proctoring Guidelines:

- **Exam pick up.** Pick up exams from the designated pick up location **at least 30 minutes** before the exam.
- Proctors are responsible for the exams' security – **do not let anyone see an exam prior to its start time.**
- **Arrive at the exam room at least 10 minutes before the exam begins.** Set up the desks to ensure that students are sitting as far apart from each other as possible. **Be vigilant, alert, and mobile for the entire exam period.**
- **Take attendance.** A roster will be provided when you pick up your exams.
 - If a student arrives late during the first 30 minutes of the exam, they should begin immediately and will only have the remaining time to finish.
 - If a student arrives after 30 minutes, they will not take the exam at this time. Please make a note on the attendance sheet and notify the examining teacher. The student should go immediately to their Dean's office.
- **Electronics.** Students should place electronics in their bags with their jackets, food, water, etc. at the front, back or sides of the room. These items should not be under the students' desks. Cell phones, smart watches, laptops, MP3 players, tablets, etc. are never allowed out during an exam period. If you see a student using electronics, please confiscate it for the rest of the exam period and report this to the examining teacher, HOD and the appropriate Dean.
- **Time updates.** Provide students with time updates halfway through the exam, with fifteen minutes remaining, and with five minutes remaining.
- **Restroom policy.** Student trips to the restroom are discouraged during exams. Remind students to use the restroom prior to the start of the exam. Each student may only use the restroom once during an exam; only one student may leave an exam room at any time. If proctors need a break, they should notify registrar@dwight.edu; there are also hallway monitors assigned to provide relief if needed.
- **Timing.** All students must remain in their exam room until 10:00 am or 1:30 pm, depending on the time of the exam and cannot hand in their exam before this time. Once students finish their exams, they may leave the exam room until the final fifteen minutes of the exam period. No student may leave the exam room during the final fifteen minutes. If a student takes the entire double time (4 hours), please allow the student to have a break if needed.
- **Final Reminders.** Proctors should not record times or write any notes on the exam papers. Proctors should return the exams and attendance to Eric Dale's office immediately following the exam period. Should a problem arise during the exam, please email the examining teacher's Head of Department, the examining teacher and registrar@dwight.edu immediately.