

# Proctor Manual

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## Important contact information:

Rachel's cell phone number: (417) 440-1521

Exit Exam phone number: (417) 836-4738

Exit Exam e-mail: ExitExam@MissouriState.edu

## Checklist of items to bring:

### White binder:

- Roster(s)
- Student instructions (make sure there are enough to cover the session)
- Senior Surveys (make sure there are enough to cover the session)
- Session numbers (these are on slips of paper)
- University Exit Exam sign
- Scratch paper

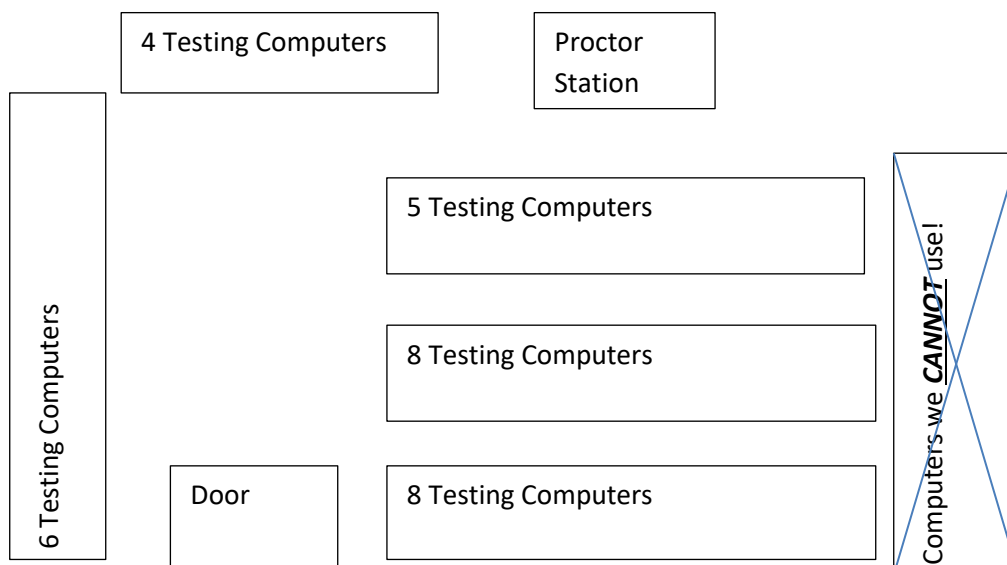
### Box:

- Extra pens
- Extra calculators
- Tape (for sign on door)

**Key** (it will either be inside the box or in the drawer by Rachel's desk)

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**Computer lab layout** (note vertical row of computers NOT for testing use):



## Setting Up the Computer Lab

It's best to arrive at least half an hour early to the exam.

1. Login to all of the computers.
  - The login information is in the white binder.
  - The only computers you won't login to is the row facing the whiteboard. These computers have a sign on their keyboards that say "Not for Testing Use."
2. Tape the "University Exit Exam" sign to the door.
3. Place the scratch paper, pens, and calculators on the proctoring station, so students can access them.

If students arrive while you are setting up the lab, tell them to take a seat, and you will be with them in a few minutes.

## Checking In Students

After you are finished setting up, do the following as students arrive:

1. Ask for their photo ID (student ID, driver's license, passport, etc.).

**Note:** Students *cannot* take the exam without a photo ID.

2. Check the student's name off the roster, under the *Attended* column.
3. Hand the student a *Senior Survey* to complete. Tell them there are also pens, scratch paper, and a few extra calculators if they need them.
4. Tell students not to sit in the row of computers by the whiteboard (see the diagram on page 1). Keep an eye on that section to make sure no one is sitting there. If someone does, politely tell them we can't use those computers, but they can sit anywhere else.
5. After students have completed the *Senior Survey*, hand them the instructions and session number. Tell them they can start the exam.

**Early students:** You can let students begin the Exit Exam early. They *must* complete the Senior Survey first, however. It is up to the discretion of the proctor how early they let students begin the exam.

**Late students:** Students may still take the exam if they arrive late. It is up to the discretion of the proctor how late they will let a student begin. Their testing time should not overlap with the next testing session, if there is another one that evening. If they arrive more than ten or fifteen minutes late, the proctor can tell them they will have to register for a different session.

## While Students Are Testing

Watch students to make sure they are not looking at another student's test, using their phone or other electronic device, or being disruptive.

Watch to see if students have questions, or if they are struggling with the test format. Answer any questions or concerns about the instructions, but *not* about the actual test questions.

## When Students Finish

Students can leave after completing the exam and survey questions. Collect instructions from students as they leave. Collect session numbers, as well. If there is another session that same day, the session number will be re-used. If there is not another session that same day, session numbers will be discarded.

## When All Students Are Gone:

- Log off all computers
- Throw away any trash students have left behind
- Collect and put away all testing materials
- Remove the Exit Exam sign from the door
- Turn off lights
- **Lock the door**

**NOTE:** If you are proctoring multiple sessions, remember to *lock the door* if you leave during breaks.

## Situations That Might Occur

**Before beginning the exam, the student enters their e-mail, and the program does not let them continue to the next page.**

This is most likely because they have used the ETS program before for another test. There is a way to lookup their password, however:

1. Go to [admin-proficiencyprofile.ets.org](http://admin-proficiencyprofile.ets.org) and login.
2. In the left navigation panel, click **Password Lookup**.
3. Search for the student either by name or e-mail.
4. Before giving the student the password, check the name attached to the e-mail account against the student's ID to make sure they match.
5. If the student's name is correct, write the password down on a sheet of scratch paper.

**A student requests to leave to use the restroom.**

Allow the student to leave. Inform the student they will not receive any additional time to complete the exam, however.

**A student forgot to bring identification, but insists that this is the only time the test can be taken.**

If there is enough time for the student to retrieve identification before the test starts, allow it. If there is not enough time, calmly tell the student that identification is required for the test. Inform them that they may register for another session or call the office and schedule a time to come into the office individually and take the exam.

**A student shows up who is not registered to take the exam. What do you do?**

If there is room, add the student's name and M-number to the end of the roster. If there is not room (the computer lab can only seat 31 students), inform the student that the section is full and they will need to register for a different section. If they have difficulties registering, inform them to e-mail [ExitExam@MissouriState.edu](mailto:ExitExam@MissouriState.edu) for help registering.

**A student brings children to the exam. What do you do?**

Inform the student that children are not allowed during any testing session. The student should register for another session.

**A student does not accept explanations given for their concerns and threatens to become violent. What do you do?**

Call security (417-836-5509).

### Suggestions of information to add:

[illegible]