

# Exam Proctoring Instructions for Teaching Assistants

## OSU Department of Physics

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Please read and follow the instructions below before proctoring physics exams.

### Before the Exam

1. All proctors will meet with the instructor approximately an hour before the start of the exam - see the course-specific proctoring instructions for details.
2. Arrive at exam location 10 minutes before the exam begins.
3. Write on the board the course ID, the exam start and finish times, all exam locations along with the part of the alphabet for each room, and any edits discussed during the pre-exam proctoring meeting with the instructor.
4. Instruct students as they arrive to sit every-other seat. They can be directly behind or in front of someone but not next to or diagonal from anyone. Do your best to achieve this given the room layout.
5. See course-specific proctoring instructions about what students are allowed on their desk and enforce these rules before and during the exam. Make sure any other material is put away before handing out anything. **Language translators** are not allowed during the exam unless arrangements have been made prior with the instructor.
6. If the exam includes blanks or bubble sheets that do not have questions on them, hand those out before the exam begins, as students arrive.

### Beginning the Exam

7. Right before handing out the exams, announce that there is no talking allowed amongst the students until they have left the examination room.
8. Start to hand out the exam questions 30 seconds before the exam begins. Handing out the exams must be done as quickly as possible. Do not hand them out individually, send stacks down each row or column and then move to the other side to collect and redistribute to any areas that don't have enough exams. **It is very important that passing out the exams takes as little time as possible.** If there are multiple exam forms, be sure to distribute them as instructed under the course-specific proctoring instructions.
9. After the exam has started, but before the first student has turned in their test and left, each proctor must count (and re-count) the actual number of students present until they are reasonably certain of an accurate number. **Note and initial your final counts here—this sheet is to be returned to the instructor after the exam:**

Exam room: \_\_\_\_\_

TA initials: \_\_\_\_\_ TA count: \_\_\_\_\_

TA initials: \_\_\_\_\_ TA count: \_\_\_\_\_

TA initials: \_\_\_\_\_ TA count: \_\_\_\_\_

Note that after the exam has started, latecomers may still be seated and allowed to begin the exam **up until** 15 minutes after the exam has started. If students arrive after this, tell them they must leave and to e-mail and/or see the instructor immediately as there may be a chance to still take the exam. (Be sure to adjust your counts above for any allowed latecomers.)

### During the Exam

10. Proctors are not to use electronic devices or read material during the exam - *please do not just sit up front*. You are to be actively walking around the room, making it clear you are available for questions, and that you are concerned with the possibility for cheating.
11. Do not interrupt the students' concentration with announcements **unless it is absolutely necessary**. If typos are found, write those on the board. The time remaining can be written on the board but updates should be kept to a minimum (every 15 minutes or so with an update

when 5 minutes remain). Make no unnecessary noise or conversation among yourselves. If conferring is necessary, please do so as quietly as possible.

12. ***In general*** you may answer questions about what has been written on the exam. You ***may not*** answer questions about what the student has written or how to solve the problem and do not provide any hints to students to help them. See course-specific proctoring instructions and/or expect discussion on this topic during the pre-exam proctor meeting.
13. If there are questions that need to be addressed during the exam call the phone number provided by the instructor located under course-specific proctoring instructions. Students are not to be allowed to dial any phone, nor are they to be given any phone numbers. Only you, the proctor, may call the instructor.
14. Students are allowed to take bathroom breaks one at a time. Students are not to be talking on cell phones in the bathroom and a period check of the bathroom may be required. If there are suspicions of cheating, then the bathroom stalls should be checked for posted solutions. Do not walk into a bathroom of the opposite sex without checking for occupancy first.

### Cheating

15. Continually be vigilant for roving eyes and do not allow students to wear dark glasses or hats that hide their eyes. If you suspect someone is cheating, briefly instruct that to avoid looking around during the exam. If the suspicious behavior persists then quietly ask your proctor partners to individually verify your observations without drawing any attention to the special scrutiny. If both of you agree there is something going on, still do not disturb students, simply note the names/locations/faces of any all students you agree are involved and separate their exams from the others when they are turned in. Bring those exams to the instructor's attention and tell them what you observed and any evidence you've acquired. The instructor will handle the situation after that.

### Turning in Exams

16. As students start to finish one by one, they will bring their exams to you at the front of the room. At that time, be sure they have filled out any cover sheet information - specifically their name, OSU ID number, which form letter (if multiple forms exist), lab time, etc. ***Every student must turn in an exam, show their photo ID (any photo ID will work but OSU student ID card is preferred), and sign the provided roster next to their printed name before leaving the room.*** You are to verify the student handing you the exam is the same as on their picture ID. You must also verify the signature they provide on the roster matches that on the ID. ***Do not*** move onto the next student until you have made these verifications. Be vigilant for anyone leaving without signing the roster - or anyone leaving all or part of their exam or notes on a desk or with another student.
17. Students who ***do not have a photo ID*** must bring and show their ID to the Physics Department Office (WNGR 301) within 24 hours of taking the exam. You separate their exam from the others, writing "NO ID" on the top, and they still sign the roster. Separate their exams from the others and bring it to the instructor's attention.

### Ending the Exam

18. At the end of the exam, announce calmly that time is up. All students ***must*** stop working at that time, put their pencils down and close their exams. You must make sure that students do not continue to work or exchange information on exams while they are waiting to turn in their exams. ***One (or more) proctors must circulate to preclude this while the other proctors are accepting the exams. The exams of any violators should be separated and brought to the instructor's attention.***
19. Once all the exams have been collected, all proctors are then to bring the exams directly to WNGR 330. Please do not delay or discuss the exam with any students.
20. Once in WNGR 330, count the number of exams and report the comparison of the number of exams to your count of the number of students.

***---Individual exams can have additional course-specific instructions---***