

Rules for Proctoring Exams

Approved by the Dean of Academic Affairs for Central Europe and Dean of Academic Affairs for South-eastern Europe (revised March, 2009)

Proctoring during examinations must ensure fair testing and academic honesty. Regarding any breach of Scholastic Honesty policy refer to <http://www.vsm.sk/en/faculty/scholastic-honesty/> <http://www.vsm.sk/en/students/scholastic-honesty/policies-and-procedures/>. Unless the Dean, or an Associate Dean, makes a specific exception, the following rules will apply:

1. The instructor whose exam is being proctored and the proctor MUST communicate directly with one another before the exam is given. This communication can be via email. Through this communication, the instructor must determine that:
 - a) the proctor is fully qualified and responsible, approved by an associate dean* (see below)
 - b) the proctor has a copy of these rules
 - c) specific instructions relating to the particular exam are clear.
2. The instructor will transmit the exam directly to the proctor. The exam can be attached to an email message and be printed by the proctor, or hard copies can be delivered in a way that is known to be secure. The exams must be returned to the instructor using a prearranged, agreed-upon, secure procedure that does not have any student assistance.
3. The exam must be given on the day and during the time period specified by the instructor. Students must be aware of the time schedule and follow it.
4. All exams are closed book and closed notes unless the instructor makes a specific exception.
5. The proctor must verify the student's identity by checking his/her ID card.
6. Students are to be seated for maximum separation (depending on space availability); move desks to achieve this. If different exams are given simultaneously in the same room, seat students next to or between students taking the alternate exam. Students must place book-bags, coats, and other personal property in the rear or some other appropriate area of the room.
7. Student desks must be clear of all materials except writing and drawing instruments and calculators. Calculators will not be shared. Cell phones will not be used as calculators. Cell phones and other electronic devices will be turned OFF and put with personal property away from the exam area.
8. All paper on which the exam is written, and all scratch paper, will be provided with the examination or by the proctor, and will be turned in with the exam.
9. Exam papers will not be distributed to students unless all of the above conditions have been met and there is no student talking in the room.
10. The proctor (or a temporary relief person) must be in the exam room during the entire exam period. Student restroom breaks are not allowed except in unusual circumstances, which will be reported in writing by the proctor.
11. There will be no talking among students during the exam.
12. If the proctor observes any student conversation, or possible copying from the work of another student, or any other violation of these rules, the proctor will make a note of that for the instructor. If the proctor sees anything that looks like a 'cheat sheet,' it will be immediately confiscated for submission to the instructor. After such notations and actions, the student(s) may continue taking the exam.

* A Proposed Proctor Approval Request form, signed and approved for the current academic quarter, is required for all proctoring situations. The form is available on the <http://www.vsm.sk/en/services-for-students/download-center/>