

Proctoring (Level One: Other)

- **Summary:** Given the nature of the Academic Skills Center where both tutoring and testing occur, tutors are expected to proctor during their scheduled work hours when they are not tutoring or working on a project. This training provides both the purpose and expectations of a proctor.
- **When Covered:** February and October
- **Amount of Time:** 30 minutes
- **Desired Outcomes:**
 - Ensure testing integrity and security
 - Prevent cheating
 - Maintain appropriate paperwork
- **Materials Required:**
 - Proctoring Role Playing Cards – one card per group
 - *Proctoring Instructions* – one copy per tutor
 - *Academic Skills Center Incident Report* – one copy per tutor
 - *ASC Tutor Training Evaluation* – one copy per tutor
- **Presenter Preparation Required:**
 - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
 - Gather materials and photocopy necessary documents.
 - Update the Angel website with these materials.
- **Activities:**
 - Go through *Proctoring Instructions* with group and explain that when tutors are not tutoring, they are to spend their time proctoring in the Academic Skills Center Testing Room.
 - Explain the purpose of the *Academic Skills Center Incident Report*.
 - Role-play with six different proctoring cards to ensure that tutor's understand how and when to complete an *Academic Skills Center Incident Report*.
- **Training Modes Used:**
 - Face-to-Face Discussion
 - Handouts
 - Role Play with Cards