

## Proctoring Instructions

To both ensure testing integrity as well as to assist tutor with maintaining their hours, tutors will begin proctoring a few hours each week.

### Your purpose is to:

- Ensure testing integrity and security
  - Prevent cheating
  - Maintain appropriate paperwork
1. Every 15 minutes, you are to walk around the room.
  2. Students may not have any of the following items on their desk:
    - a. Electronic devices of any kind
    - b. Backpacks
    - c. Coats and jackets
    - d. Hats
    - e. Purses (can remain at their feet until we have lockers)
    - f. Food
    - g. Drink
    - h. Paperwork other than the scratch paper provided by the ASC
  3. Do not assist students with any testing; as questions arise, please direct the student to an ASC staff member.
  4. If you see anything questionable, alert an ASC staff member immediately. They will complete an Irregularity Report with your assistance.

### Proctor Directions

1. Check in the ASC office to see when you are scheduled for proctoring or tutoring.
2. Of course, if a student comes to the ASC for drop in tutoring, you may stop proctoring and resume tutoring.
3. All of your electronic devices must be turned to off or silent.
4. You may not use laptops or computers in the testing area.
5. You may be required to process make-up testing paperwork.