

Proctoring and Record Keeping

1. Proctoring Exams

The purpose of proctoring is to make the students as comfortable as possible in the stressful environment of taking an exam. You can achieve this goal by:

- ◆ being familiar with the test and prepared to be fast, friendly and helpful when students have questions;
- ◆ going over the exam with the professor before it is given to determine what help you may or may not give;
- ◆ announcing to the whole class any answer for an individual student's question that you feel might be generally helpful. It must appear to all students that you are not showing any favoritism;
- ◆ being especially helpful in explaining the meaning of words or situations to foreign students;
- ◆ protecting the students from the small minority of students who try to cheat.

Before the exam starts:

- ◆ TAs given the assignment of proctoring will pick up exams from Room 148, the Undergraduate Offices. Count the number of exams you picked-up and enter the necessary information into the *Proctoring Book*.
- ◆ If the course to be proctored is 1xxx level, the TA must pick up exams 15 minutes before the class begins; 3xxx and 5xxx class exams should be picked up 10 minutes prior to class time. Distribute tests according to the professor's instructions.
- ◆ Also, be sure that you are clear about what the professor wants you to do if you feel that cheating is occurring during the test.

At the start of the exam:

- ◆ Read any special instructions from the professor to the class.
- ◆ Explicitly tell the students what materials they may use and may not use (i.e. calculator, textbooks, etc.). This may mean reading the exam's instructions aloud to the class.
- ◆ Be sure the students are sitting every other seat. Watch for people who insist on sitting diagonally behind someone else.
- ◆ After you are sure all student materials are properly stored, you should pass out the exams as efficiently as possible. You may want to explicitly state where the students can store their backpacks, books, etc...(for example: underneath the chair.)
- ◆ Announce when the exam is scheduled to end.

During the exam:

- ◆ Count the number of students in the room. Check your count with your proctoring partner.
- ◆ Write the time remaining on the board at least every five minutes. Announce when there are 5 minutes left.
- ◆ It is important that you remain active. This will let the students know that you are not too busy to help them and it will discourage cheating. Quietly and unobtrusively, walk around the room watching the students work. Do not just sit in the front of the room.
- ◆ Try to answer a student's question as quickly and as quietly as possible. Try not to disturb the other students. If you get asked the same question more than twice, announce your answer to the class.
- ◆ Today's calculators can store an enormous amount of information and some can exchange information with other calculators over a short distance. Watch for students who are overusing their calculators.

- ◆ If you do suspect that someone is cheating, discretely explain your reasons to your proctoring partner and both of you should watch for the behavior.
- ◆ If you both are reasonably sure that cheating is occurring, carry out the instructions from the professor in charge of the class. (Prior to the exam, ask the professor what he/she wants you to do when cheating occurs.)
- ◆ If you both are not reasonably sure that cheating is occurring, but you still suspect that it might be, you can move the students involved.
- ◆ Do not tell jokes to your proctoring partner. The students might think that you are laughing at them. *Many students have complained about proctors who are laughing during exams.* Remember exams are deadly serious for your students.

At the end of the exam:

- ◆ Watch for students who use the commotion of the end of the exam to cheat.
- ◆ Count the number of exams received and compare it to the number of students at the exam.
- ◆ Check the room for lost items - some of them might be "cheat sheets."

After the exam is complete, bring ALL tests back to Room 148. Count the number of tests again and enter the necessary information into the *Proctoring Book*. Place all extra exams in a separate pile to be picked up by the professor.

2. Grading Exams/Homework

TAs picking up homework problems and exams to grade must count the number of assignments and fill out the necessary information in the *Grader Book* before taking them out of the Physics office. Upon returning the graded exams, they must again be counted and signed back into this book.

Grades should be entered into the appropriate spreadsheet available in room 216. See page 120 for instructions for entering grades into the computers.

Graders must also fill out a *Paper Grading Form* indicating how many hours were necessary to grade that particular assignment. This is an important record that the office needs each time a graded assignment comes in. It is from this information that work load assignments are made.

3. Keeping Lab Scores In the *Class Record Book*

TAs will record lab scores for each lab section they teach. Scores will be kept according to the professor's instructions in a green *Class Record Book*. These books, as well as red pens for grading, can be obtained in Room 148.

IMPORTANT:

These procedures have been used successfully in the Physics Department for years. While some steps may seem insignificant or redundant, they are necessary in safeguarding you and your students' work assignments in case of cheating, loss or error.

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