Exam Proctor Instructions
(To be given to proctors before exam)

Arrive early
1. Arrive at the lecture hall 10 minutes before the exam begins
2. Help seat students, have them move backpacks and notes to front of the room. Keep working area clear.
3. If you are not needed to help students, start counting out exams into small stacks with the right number of exams for row A evens, row B evens, etc.

Pass out exams
1. If the exams are not pre-stacked by row, they will need to be passed out quickly. Some TAs should estimate the right size of stack to hand to the first person in the row. Other proctors should be on the other side of the row to pick up extras or pass out if the stack was short.
2. If you see papers or bags at students seats, make them take stuff up front (or take it yourself).

Seat latecomers
1. If an exam was placed at every seat, escort latecomers to their seat
2. If no exam is at their empty seat, put latecomers in an empty seat (usually front row or extra left-handed seats) with an appropriate exam version. Tell coordinator where the new seat is.

Watch for cheating
1. Watch students from the side and below, so you can see their eyes. Don’t proctor from the top of the room
2. Don’t read over the exam while proctoring
3. If you see a student’s eyes wander once, watch longer. If they wander again, tell the faculty member or coordinator to get them moved. Don’t stand and watch for more than 5 minutes.
4. Don’t chat with other proctors

Collect exams
1. Stand back from the front row while accepting exams so front-row students can concentrate
2. Take all booklets and scantron. Make sure scantron has ID numbers and bubbles filled in. Tell student to fill these in if they aren’t done.
3. Take student ID. Check:
   a. First four numbers are same as on exam
   b. Name is the same
   c. Picture looks at least somewhat like the student
4. Give the ID back with a “thank you” and a smile.

Sort and pack exams
1. Place multiple choice booklets (if separate) in one box
2. Sort free response booklets by version.
3. If time, sort scantrons by first digit of student ID. If the exam had a version question, the exams do NOT need to be sorted by version.