

**UCLA Life Sciences Core Education
Hershey Hall, Room 222
PROCTORING EXAMS
TA Role and Responsibilities**

Before the exam:

1. Students must present Bruin ID or CA ID or Driver's License prior to receiving an exam. If student does not have ID and the student happens to be assigned to an exam room with his or her TA, considering the TA can identify the student, an exam can be issued. If this is not the case and in the absence of a photo ID, the student is unable to sit for the exam. *Instructors are encouraged to send an email prior to each exam to all students reminding him/her to bring photo ID.*
2. Assign student seating as agreed beforehand for your class: for example, tell students to sit in rows aligned one behind the other. Seat students every other seat. If possible, there should be no students seated next to one another **if you must, log which students are seated directly next to one another.**

REMEMBER: the best way to deal with Academic Dishonesty (cheating) is to try **PREVENTING IT!** If you know students are friends, seat them away from each other. If you have a concern with a student, seat them where they can be easily seen. **Make sure the students have put all personal belongings (backpacks, book bags, purses, etc.) at the front of the exam room before the exam begins!** This includes Cell phones or other electronic devices with memory. If a student does not bring a backpack, he or she will most likely have a problem with leaving their Cell phone at the front of the room, there's just no way around this policy... **We encourage selecting one TA to be responsible for holding all Cell phones for students that arrive to the exam without a backpack.**

3. Backpacks must be left at the front of the room with the TAs/proctor; No notes or other form of papers are allowed on or near student's desk. These items also must be left in backpack or not brought at all. No Hats in testing room: must leave in backpack.
4. No Cell phones are allowed with students during the exam. **They must be left in backpack and turned off or submit to the designated TA/Proctor.** Students may not use Cell phones as a clock to keep time or as a calculator.

Protocol to follow if student is caught with cell phone during exam

Because a cell phone is the student's property, please "err on the side of caution and never take a phone to look through it." The student must offer and volunteer the information and they do have the right to decline to do so.

- TAs or Proctors can ask the student to show the text message and/or last screen of the web browser they were looking at
 - If the student was texting and does show you the text message screen, you should note the time stamp and day/date. If the student is hesitant to show the text message, in case it may be private information, the student could cover up the text with their thumb so you could obtain the time stamp
 - You should allow the student to guide through his/her phone so you could look and obtain the necessary information
 - You could also take the student with their phone aside for a few minutes and ask the student to show their phone
5. **Prior to the exam, write on the board: "If you have a question during the exam or if you need to use the restroom, raise your hand and come to the front when the TA tells you to do so." Remind the students to go to the restroom before the exam starts. Should the student have the need to go to the restroom during the exam, student must be accompanied by a TA. **No exceptions.** Students may not be excused on his or her own to go to the restroom solo... **One TA is expected to inspect the closest restroom to the exam room before the start of the exam to make certain the room is free of course materials. Students will often stash course materials in the bathroom stall behind the toilet, trash can, or behind the paper towel dispenser.** Please remember to check all areas thoroughly. Have the student turn in the exam to one of the remaining TAs.**
 6. Have students complete scantron form with the following information using only a #2 pencil:
 - a. **Last and First name (Written and bubbled, both must be done)**
 - b. **I.D. number (Written and bubbled, both must be done)**

c. **Students do not need to fill in Birthdate, Gender, or Grade**

d. **Test form; unless there's only one**

7. Hand out the exams.
8. Tell students the exam should have (amount) pages. Ask them to count their pages.
9. **BEGIN THE EXAM.** Write the time on the board and any specific instructions or corrections to the exam, and write the number for Campus Escort Service 794-WALK. Update the time every 15-30 min.
10. Fill out the **Blue Proctoring Sheet** (included with exams), count how many students are in the room and log that in. Then, count how many exams you have left over, log that number. Make sure the total given, amount handed out, and amount left over are correct. If there's a discrepancy, try to determine prior to releasing students. Be sure to include the start and end time for the exam as we must assure all students receive the same amount of time in each exam room.

During and After the exam:

1. WALK AROUND THE ENTIRE ROOM, INCLUDING ACROSS THE BACK OF THE EXAM ROOM (and continue to make this circuit throughout the exam).
2. Prior to handing out the exam, **check under chairs and in adjacent seats for any printed material, notes, etc. If you see any, collect them and return to the Core Office. Continue to look for additional course materials as you walk around the room.** Students should not have course materials present during the exam. **If you see a student with materials other than the exam and scantron, immediately confiscate materials from the student and make a notation on the exam when the confiscation occurred (write the time and which portion of the exam had been completed up to that point).** Write down the name of the student and make a memo for yourself of exactly what you observed and email a detailed report to Tracy Knox and your instructor immediately following the exam to explain what occurred, and be sure to include our Office Staff (Lily, Michelle, and Jen) so that we are aware. **Allow student to complete the exam and turn it in.**
3. If two students are observed signaling each other, separate them. Write down both students' name, and make a memo of what you observed. Allow students to complete the exams.
4. At the end of the exam: make sure **EVERY STUDENT TURNS IN AN EXAM.** Do not let anyone leave the room without turning in an exam. If necessary, have one TA stand at each door to receive every exam. TAs are responsible in making certain the count of exams add up properly.
5. Look for any items left in the exam rooms (coats, backpacks, etc.). Turn in to the Core Office.
6. If there is a scantron portion of the exam, return scantrons (*alphabetized*) to the Core Office the following business day.
7. If anything out of the ordinary occurs during the exam, please email a detailed report to Tracy Knox and your instructor immediately following the exam to explain what occurred, and be sure to include our Office Staff (Lily, Michelle, and Jen) so that we are aware. Some examples include students using notes or cell phones during the exam, suspicious behavior, the exam counts don't add up correctly, having to move students for suspected cheating, etc.
8. If you need assistance from the UC Police Department at any time, the number is:
(310) 825-1491.

Answering Questions during the exam:

The Core recommends having **one TA answer questions** and at least **one TA watching the room at all times!** Watch out for students asking multiple TAs the same question or students 'fishing' for information. **It's best to set a question answering policy with the instructor prior to the exam and stick to it.**

Prior to the exam, write on the board: "If you have a question during the exam or if you need to use the restroom, raise your hand and come to the front when the TA tells you to do so." Then, during the exam do not go to the students that have questions. They must come to the front. This significantly reduces the number of students fishing for information and reduces the time during which fewer TAs are watching for cheating.

Prepared by Tracy Knox: 3/6/13

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