

DISTANCE EDUCATION DEPARTMENT GUIDELINES & PROCEDURES FOR PROCTORS AT TESTING

The following Guidelines and Procedures for Proctoring are intended to create a safe, fair, and disturbance-free testing area resulting in a comfortable environment for students. It is also intended to reduce opportunities for cheating on examinations. Please review all items if you require DE testing services or if you will be proctoring any of the DE exam sessions.

- Proctors should report to their assigned testing locations 15 minutes before testing begins. If you cannot be there on time or at all, please contact Carolyn Paul (8-5210 or paul_c@hccs.cc.tx.us) as soon as possible.
- Proctor must sign-in on sheet. Obtain room assignment from Head Proctor.
- Ensure students are not cheating. Walk around room or “police” area from desk. Ensure that all backpacks, books, and any other items not necessary for testing are placed in the front of the room. Make sure purses are off the desks throughout the examination.
- Ensure all cell phones and pagers are turned off and put away.
- There is to be no use of cell phones, PDA’s, laptop computers or any other electronic device (except for a calculator) during examinations. Calculators on cell phones, PDA’s, laptops are NOT to be used. Only electronic units that are specifically built to be calculators are to be used.
- There are no student notes to be brought into testing unless specifically noted on the examination cover sheet by the instructor. All allowable notes must be printed out, typed, or handwritten. Notes in any electronic/digital form will not be allowed.
- Homework assignments will not be accepted during testing unless the assignment is integral to the examination.
- According to HCCS policy, no final exams are to be longer than two hours. No exams should have unlimited time for completion.
- Ensure environment is quiet and safe for students. Eliminate loud talking or noises from the outside of the room.
- Alert the Head Proctor if your room is about to be filled to capacity with students.
- Ensure all other distractions are eliminated from the testing room.

- Ensure students leave the room without test when using facilities (restroom, drinking water, etc.)
- Maintain supply of extra paper and comment forms in the room.
- Be sure each student has a copy of “DE Testing Instructions” sheet handed out with tests.
- Assist testing aides with difficult students or situations.
- Assist in other duties as needed (issuing of tests, etc).
- When student completes test, ensure that the student’s name, social security number, course name, and sign out time (time test is completed) is written on the scantron form. There is no need to initial the scantron form. Just record the time the exam was received by you. Accept student’s tests and scantron forms when finished.
- Insert scantron into exam under cover page.
- A designated testing aide will collect the completed tests from you periodically throughout the testing session.

If you have any comments or recommendations to help make this process work better, please do not hesitate to email Pat Barden at barden_p@hccs.cc.tx.us or call 713-718-5276.