

SAMPLE PROCTOR INSTRUCTIONS EMAIL

Hi all,

Thank you all for proctoring. I have attached the exam in-room slide that you will project in the rooms.

Once the students start coming in, have them put their belongings to the front and get started as soon as you can.

Students are allowed a pen, charger, ipad/laptop, privacy screen and scratch paper that we hand out.

At 8:05am, we can start handing out scratch paper once all their belongings are put away. Please collect this at the end.

If a student needs to use the restroom, please have them write the time they leave and the time they re-enter the room. No bathroom breaks 15 minutes before the exam ends.

Please reiterate that they will have 110 minutes to complete the exam.

10 minutes before the exam ends, please notify by saying "10 minutes remaining"
2 minutes remaining, "exam is wrapping up, please submit your answers within the next couple of minutes"

If you are proctoring the first hour and a second proctor is proctoring the next hour, please let the second proctor know the exact time you had started (the time the password was given to students) so they will know when to mention there are 10 and 2 minutes remaining during an exam.

When students have completed their exam: check for green screens and collect scratch paper.

If students are receiving a yellow screen with the words "ATTENTION" please exit the program and reopen. If that does not upload their exam, you will need to manually upload their exam.

Windows: <http://support.examsoft.com/h/i/258226221-manually-upload-your-answer-file-on-windows/259089>

Apple: <http://support.examsoft.com/h/i/258225894-manually-upload-an-answer-file-on-mac-os-x/259089>

Password: XXXXXX

Resume code (don't give this out, only type it in if their computer asks for it): XXXXXX

Wednesday, May 3, 2017

8-10am

Exam duration: 100 minutes

Last Names A-M: HSW-302

Last Names N-Z: HSW-303

Rooms & Proctors:

Rodney tech support at the beginning

HSW-302: 8-10am Kylie

HSW-303: 8-9am OEIS Member

HSW-303: 9-10am TA

Thanks!

Kylie