Proctor Instructions for [NAME OF CLASS HERE] for [Term] [Year]
Albany State University

Thank you for agreeing to proctor our exams this semester. Exams are scheduled for the following dates:

Exam Name	Dates Open	Password

Students may take the exams on any of the dates listed as open. It is the student's responsibility to contact you and set up an appointment and to pay any required fees. The exams are timed ([Time Allotted for Regular Exams] minutes; [Time Allotted for Final Exam] minutes for the final exam) and the time is monitored by the computer system.

Proctor Instructions:

- The student will log into the course website using their personal log in information and click on the exam link; then you will be required to open the exam using the password provided. DO NOT SHARE THE PASSWORD WITH THE STUDENT.
- The exam password must be kept secret from the student at all times. The input of your password in the appropriate location on the exam indicates that all instructions will be followed. If any irregularities occurred, please email the instructor directly.
- If you do not have personal knowledge of the student's identity, he or she must provide picture identification before being allowed to take the exam.
- Notes, books or the student's personal scratch paper are NOT allowed. If allowed by the instructor, you may provide the student with some blank scratch paper if they request some, but you must collect and dispose of the paper following the exam.
- ***Students are NOT allowed to access any other website or any part of the course website other than the exam during testing. Any attempt to access anything other than the exam itself should be reported to the instructor.***
- Students are allowed only the TI-83 or 84 graphing calculator; no other calculator may be (see resources allowed).
- Proctors are expected to be close enough to the student during the exam that they can periodically monitor the student. The student is not permitted to leave the testing area while taking the exam.
- IF THE COMPUTER KICKS THE STUDENT OUT OF THE EXAM DURING TESTING: HAVE THE STUDENT LOG BACK IN AND CLICK ON THE EXAM. WHEN YOU INPUT THE PASSWORD AGAIN, IT WILL ALLOW THE STUDENT TO START THE EXAM WHERE THEY WERE BEFORE THEY WERE KICKED OUT.
- Once the student has completed the exam, make sure they click 'Save All.....Finish...and then OK.'
- Contact the instructor IMMEDIATELY if any issues arise. Call BEFORE student submits exam if there is ANY technological issue.
- Resources Allowed per the Instructor:
  - [   ] Testing Center Scratch Paper
  - [   ] Any Calculator
  - [   ] TI-83 or 84 only
  - Any Additional Resources or Instructions: [   ]

Instructor: [Name as entered on Request Form]
Email: [Email as entered on Request Form]
Phone: [Phone entered on Request Form]