Faculty Checklist for Proctoring

Faculty Name______________________________ Course______________________________

Office Phone______________________________ Cell Phone______________________________

1. Exam Name: ______________________________

2. Number of Students who will take the test/exam ____________
   Please include a current copy of the course roster. Please remind students to bring a photo ID to the library. LRC staff will not administer exam without ID.

3. Exam may be taken from (date)____________ until____________
   Check that these dates match the dates you have given your students. If students need to test at a site other than BCCC, they must contact Paula Hopper 252.940.6243 or Saundra Pinkham 252.940.6354 one week in advance. It may take several days to finalize appointments at other sites.

4. Exam must be completed in ________ hours.
   Remind students of the library hours. Students may not begin an exam if there are less than two hours until closing. Library staff is not responsible for unforeseen changes in library hours due to weather or administrative decisions.

5. Exam password________________________
   Simplify passwords - for example, summer15 is much easier to administer repeatedly than This_%IsHARd*15.

6. If there is a glitch – the computer freezes – will you give us permission to reset the test if you are unavailable?   Y   N   ?
   When creating your exam please make sure you choose the correct open and close dates and times. Also check the number sequencing of your questions.

7. The student may use (check all that apply)
   ___ Pen  ___ Pencil  _______ Scantron Sheet  ___ Calculator
   ___ Notes  ___ Textbook  _______ Previous Exams

Other items the student may use (please be specific) ______________________________________

__________________________________________________________________________________

Notes: __________________________________________

__________________________________________________________________________________

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