

# Exam Proctoring for Student Athletes – General Guidelines

April 14<sup>th</sup>, 2015

## General Guidelines to be read by Students, Faculty Members, and Coaches:

1. When a faculty member authorizes a student athlete to take an exam at a non-standard time, or in a non-standard location, due to travel for athletic competitions, there are two general approaches that can be followed. One option is for the professor to administer his or her own exam either before or after the travel. A second option is for the professor to allow a member of the athletic department professional staff to administer the exam while the student athlete is traveling. The Athletic Director determines which members of the professional staff are approved to proctor exams.
2. The student athlete is responsible for contacting each professor to request authorization to take an exam at an alternate time and/or location. Students are typically expected to complete these discussions at least three days before travel commences, with the understanding that post-conference/NCAA play may require flexibility with this deadline.
3. Academic Life and the Athletic Department recommend that each student athlete and faculty member work together to develop the best plan for exam administration. Professors have the final determination about how, where and when their exams should be administered. Faculty members, student athletes and coaches should keep in mind DePauw's policies related to conflicts between extracurricular activities and courses.  
See: [www.depauw.edu/handbooks/academic/policies/conflict](http://www.depauw.edu/handbooks/academic/policies/conflict)
4. Faculty members should keep in mind that facilities for administering exams on the road are often limited. Teams may stay at inexpensive hotels that may not have desks in guest rooms and that may have few or no private areas for testing. Hotels may not have business centers. This may make it difficult or impossible for coaches to print exams and/or to FAX completed exams back to the faculty member. Additionally, specific times of athletic competitions may shift depending on factors including weather. Professors are encouraged to speak with members of the coaching staff to understand the limitations of the facilities where the exam will be given.

# Exam Proctoring Form for Student Athletes: Request Form

## To Be Completed by Professor:

Student Name \_\_\_\_\_

Professor Name \_\_\_\_\_

### Transmission of Exam

Professor will deliver exam to \_\_\_\_\_ by date: \_\_\_\_\_

Professor will email exam to \_\_\_\_\_ by date: \_\_\_\_\_

Other (please explain) \_\_\_\_\_

### Returning the Exam

The deadline for returning this exam to the professor is \_\_\_\_\_

Professor will pick-up completed exam from \_\_\_\_\_

Professor requests completed exam delivered to \_\_\_\_\_

Other (please explain) \_\_\_\_\_

If there are any restrictions on the day/time this exam may be given, please explain (for example, indicate if the exam may not be given before a certain day/time or if the exam must be completed by a certain day/time).

\_\_\_\_\_

Maximum amount of time student may work on exam: \_\_\_\_\_

Restroom breaks: Yes \_\_\_ No \_\_\_

Extra paper: Yes \_\_\_ No \_\_\_

Dictionary: Yes \_\_\_ No \_\_\_

Calculator: Yes \_\_\_ No \_\_\_

Cell phone: Yes \_\_\_ No \_\_\_

Drinks/Snacks: Yes \_\_\_ No \_\_\_

Open notes/formulas: Yes \_\_\_ No \_\_\_ If yes, please specify \_\_\_\_\_

Open book: Yes \_\_\_ No \_\_\_ If yes, please specify \_\_\_\_\_

Use of Laptop: Yes \_\_\_ No \_\_\_ Internet Access: Yes \_\_\_ No \_\_\_ Spell Check: Yes \_\_\_ No \_\_\_

Additional instructions, rules or notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If clarification is needed during the exam, how can we best reach you?

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Text: Yes \_\_\_ No \_\_\_ Office phone: \_\_\_\_\_

Other notes: \_\_\_\_\_

\_\_\_\_\_

**Professor signature below indicates agreement with the "General Guidelines" as well as with this form:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## Exam Integrity Agreement – Side One

To be read and signed by the student at the start of the exam:

- No heavy jackets, coats, hats, or cumbersome outerwear are permitted in the testing area.
- No cell phones or electronic devices are permitted in the testing area, unless permitted by the professor. Students are required to check all electronic devices in with the proctor with the exception of watches and clocks.
- No backpacks, purses, brief-cases, bags etc. will be permitted in the testing area. Students are required to check these items with the proctor.
- The only materials permitted in the testing environment are those provided by the professor, items specified by the professor on the “Exam Proctoring Form”, and/or materials provided by the proctor at the request of the professor.
- If prohibited items are discovered during the exam proctoring session, the prohibited items will be collected by the exam proctor who will communicate the violation of procedure to the professor, and will turn the item or items in to the professor, along with the completed exam, for further examination.
- Leaving the exam area for restroom breaks or other reasons is allowed only if authorized by the professor, and then only after approval by the exam proctor.
- Once a student has entered the testing area, and the exam time has started, the exam time will not be paused for restroom breaks, snack breaks, etc.
- If more than one student is taking the same exam, the students should be in different testing areas or significantly separated (one student should not be able to see another student’s work from his/her seated location) if they are in the same testing area.
- It is considered a best practice for the proctor to stay in the test area at all times. This is for the protection of the student(s) as well as to ensure the integrity of the exam. If a faculty member has doubts about the legitimacy of a student’s performance on an exam, it may be helpful if the proctor can provide first-hand verification that the student took the exam fairly.
- If the proctor does not stay in the testing area with the student, the proctor maintains the right to enter the testing area at any time for a random security check.

The Athletic Department is dedicated to maintaining academic integrity while proctoring exams for student athletes. As a DePauw University student athlete, my signature below indicates that I will follow the guidelines specified by my professor on the Exam Proctoring Form on the reverse side, as well as the Exam Integrity Agreement above. I will also follow the rules found in The DePauw University Academic Integrity Policy.

I understand that this Exam Integrity Agreement is for my protection, as well as to ensure the integrity of the exam. I further understand that failure to follow this agreement will be reported to my professor. If my professor believes that there has been a violation of the Exam Integrity Agreement or DePauw’s Academic Integrity Policy the procedures in the Academic Integrity Policy will be followed.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The proctor should complete and sign the reverse side of this form.**

## Exam Integrity Agreement – Side Two

To be completed by the proctor at the end of the exam.

Proctor name: \_\_\_\_\_

Exam date: \_\_\_\_\_

Exam start time: \_\_\_\_\_

Exam end time: \_\_\_\_\_

Use this space to briefly describe the testing environment:

Use this space to briefly describe anomalies or concerns, if any, about the administration of this exam:

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Date

Please return both sides of this form to the sponsoring faculty member.