

# **Student Athlete Exam Off-site Exam Proctoring Exam Integrity Agreement, 4-14-15 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.