

## Examination Proctor Instructions

### General.

1. Examinations must be proctored by the Course Director, or designee, and an appropriate number of faculty. A reasonable minimum student-to-proctor ratio is 70:1.
2. *(for DDS2021, DDS2020, IDS2020, and IDS2019).* **Privacy screens must be used for all examinations.** If a student forgets or otherwise does not use a privacy screen, the course director or proctor has the authority to NOT administer or to interrupt the examination.
3. Examinations should begin promptly at the designated start time and run 50 minutes. Final examinations scheduled during the end-of-quarter examination period run 120 minutes. Only students accommodated under the Americans with Disabilities Act are exempt from this time limit rule. Late arrivals are permitted (unless students have already completed the exam and exited the room) but are not given additional time to complete the exam.
4. Books, study materials, purses, backpacks, and other personal belongings must be stored out of the immediate vicinity of the student. Hats and visors may not be worn during examinations, and no electronic devices, including but not limited to phones, calculators, smart watches, cameras, may be visible or accessed during an examination EXCEPT for the device used to administer ExamSoft.
5. Restroom breaks are permitted, providing that no more than one student per room is absent at any time. For electronic exams the student must close the laptop to prevent viewing from others and return the scratch paper to the proctor. Upon returning to the examination, the student will retrieve the scratch paper from the proctor. The student's absence times will be recorded and reported by the proctor.
6. Lecture capture is available for use to record any exam at the discretion of the course director. Lecture capture may be used for examinations scheduled during the end of the quarter examination period.

### ExamSoft.

1. Students must be notified at least 24 hours in advance that an examination is available for downloading. It is the student's responsibility to download the examination in advance or risk possible wi-fi issues on the day of the examination. Students are also responsible for maintaining and updating programs on their testing device and for bringing the device to every testing session adequately charged for that testing session. Access to external power sources such as electrical outlets cannot be guaranteed.
2. ExamSoft –For mid-term examinations the use of seating charts is at the discretion of the course director. It is recommended that students be notified of their general seating assignment in advance of the day of the exam. Seating charts are mandatory for final examinations in classrooms and simulation clinic.
3. The password to unlock an examination (“assessment password”) is to be prominently printed on the top right hand side of the scratch paper.

4. At the start of the exam each student receives a one page, color-coded piece of scratch paper with the password prominently printed on the top right hand side. On the top of one side of the scratch paper is a space for student name, ID number, a space to enter the time at which examination responses were uploaded, and a brief statement of the school's ethics code as it relates to examinations. Below the ethics section is a student signature line. At the conclusion of the exam, the proctor collects ONE sheet from EVERY student, even if no notes were made during the examination. Late arrivals are given the same sheet copied on a different colored paper. Scratch paper will not be returned to students after administration of the exam and will not be retained. *See Appendix A.*
5. Examinations end promptly at the scheduled time. Students must upload their responses and note the specific upload time on their scratch paper. **Before leaving the examination room, students must show the proctor the ExamSoft upload icon on device used and turn in their scratch paper.**

Appendix A: Example scratch paper format

DDS & IDS 2017  
**PD 240: Pediatric Dentistry – Summer Midterm Exam**  
Course Director: Dr. Jeffrey Wood  
August 10, 2015 – 8:00 AM – 8:50 AM

PASSWORD

Student Name:

Student #:

UPLOAD TIME:

PRINTED \_\_\_\_\_

--	--	--

\_\_ \_\_ : \_\_

Ethics Pledge: *My signature below indicates that I have not engaged in cheating of any kind this examination per the school's Code of Ethics.*

\_\_\_\_\_  
Student SIGNATURE

**NOTE: This sheet must be turned in immediately at the completion of the exam.**

FOR PROCTOR USE ONLY

RESTROOM BREAK: Time out of room: \_\_ \_\_ : \_\_ \_\_ Time back: \_\_ \_\_ : \_\_ \_\_

Scratch Paper