The proctoring of examinations, quizzes, and other secure assessments does not fall into the traditional scope of professional and secretarial staff job responsibilities, and being asked to serve as proctors may distract staff members from carrying out their assigned duties. Staff members are not adequately informed about proctoring and secure examination environment requirements, nor are they trained on the proper steps to follow if cheating is suspected. Staff members should not be put in a position where they become involved in academic misconduct hearings.

For these reasons, all electronic or paper-based examinations, quizzes, or other proctored assessments administered on campus must be proctored by individuals with a faculty appointment. Under no circumstances may members of the professional or secretarial staff proctor examinations, quizzes, or other secure assessments.

If a faculty member is unable to supervise an individual student, group of students or an entire class taking an examination, quiz, or other proctored assessment, the instructor may make arrangements with faculty colleagues to serve as proctor(s) for that assessment. For assistance with supervising an individual student taking a proctored assessment, instructors may also contact the University’s Office of Student Support Services.

Reviewed by School Administration on 8/17/10
Approved by Bylaws, Policies and Procedures Review Committee on 8/31/10