

ONLINE PROCTORING EXAM SCRATCH PAPER INSTRUCTIONS

Examity is the online live video proctoring application used for all proctoring of high-stakes exams. Please follow the instructions below to assure a positive proctoring event and contact the Exam Management Team at exams@creighton.edu with any questions.

Scratch paper is only allowed by your instructor as the proctor does not make that decision. The College/School requires that all students use the approved dry erase sleeve(s) with blank white paper inside when scratch paper is allowed. Also, have ready your dry erase markers and a paper towel/Kleenex for cleaning.

- CoN students are issued one sleeve.
- SPAHP students are issued five sleeves. You will be informed how many sheets of "scratch paper", i.e. dry erase sleeves, you are allowed for an exam. Have the correct number ready before starting your exam appointment.

Prior to starting the exam, the proctor will ask to see the front and back of your dry erase sleeve(s) to assure each is blank. At the end of the exam, prior to exiting the exam session, totally erase each sleeve and show the proctor the front and back of each sleeve.

PLEASE NOTE: One sleeve with white paper inserted is required for all exams whether the instructor allows scratch paper or not. The proctor will ask you to reflect the surface of your keyboard and monitor to assure that there are no notes attached. This sleeve is then put aside if scratch paper is not allowed.