
Written Exam Proctor Process

1. Take attendance per your registration list, and excuse people not on the list.
2. Read this script to the candidates:

"You are here for exam_____. The emergency exits are located _____. The location of the washrooms are _____ so please leave to use them now, if required, because you will not be able to leave once you begin. In the event of an emergency, you will be given the location of the muster station and will be instructed to turn your exams and answer sheets facedown, leave them on the table and exit the room immediately from the nearest exit point and proceed to the muster station. Do not discuss the exam with other candidates during this time. Too much interaction of candidates, with regards to the exam, can lead to termination of the exam session. In that case, all exams and answer sheets will be collected and destroyed. A new date and time will be set and a different preset exam will be provided."

Please remove all material from the top of your table or desk and place it on the floor beneath the table and shut off all cell phones and pagers for the duration of the session.

75% is a passing grade, you will be notified of your results within 30 days. If you do not pass, you can request a rewrite at a time that works for your proctor. After a second unsuccessful attempt, you must wait 30 days to rewrite. After a third unsuccessful attempt, you must retake the course."

3. Distribute exams and answer sheets facedown to each candidate. Once the exams are distributed do not accept any additional people into the evaluation session.
4. Use the details on the front page of the exam and read this script to candidates:

"Turn over ONLY the answer sheet. Use the provided HB/2 pencil only. In the ID number area, fill the bubbles in with your assigned VIERA student number. Fill in the bubbles with your last name then first name. In the test form area, fill in the bubbles with the test version, which is _____. In the exam number area, fill in the bubbles with the exam number, which is _____. Write in the date in the middle field, which is _____.

For exam answers, fill in the circle that corresponds to the letter of your choice. Change an answer by erasing and filling in the new letter. Questions are Multiple Choice or True or False. If the answer is True, mark it 'A', if the answer is False, mark it 'B'. Read the entire question before attempting to answer, and read all possible answers. Select the best answer suited to the question. There are _____ questions on the exam. You have 1.5 minutes per question to complete the exam which is _____ total minutes for this exam.

There is no talking during the exam session. I cannot provide any coaching once the exam has begun. Do you have any questions?

Once you have completed the exam turn both the exam and answer sheet into me. At that time you may leave the room but you will not be allowed to return until all candidates have completed the exam or the time has expired.

The time now is XX:XX you have until XX:XX to complete the exam. I will stop you when the time has expired."

5. When time expires ask candidates to stop and turn exams face down
6. Collect both exam questions and answer sheets and dismiss any remaining students
7. Make a note for VIERA about any ambiguous question and include the note in the return exam package
8. Return all exams and answer sheets to VIERA within 7 days of proctoring