

---

---

INTEROFFICE MEMORANDUM

---

---

TO: MATH AND SCIENCE FACULTY  
FROM: MICHELE DONEY, COORDINATOR, MATH AND SCIENCE TUTORING  
SUBJECT: POLICY ON PROCTORING EXAMS IN 4300N  
DATE: UPDATED 05/13/09

---

The Math & Science Resource Center staff will be pleased to continue to proctor repeat and make-up exams in the center. However, to ensure that proctoring is done in a manner that protects the integrity of the test and is mindful of the overall goals and staff limitations of the MSRC, proctoring will be done according to the following policy, effective Fall 2007 and updated May 13, 2009:

1. This service will be available to instructors for all courses taught in the Department of Sciences and the Department of Mathematics and Computer Science.
2. All exams must be scheduled at least 24 hours in advance. Same-day scheduling and walk-ins will not be accommodated. To schedule an exam, either the student or the instructor should contact me directly by telephone, email, or in person.
3. The instructor should submit one copy of the exam to me, either via email or in person. The student's name must be written on the exam. For security reasons, I will not accept blank exams. Please do not leave exams with my tutors or in my mailbox.
4. Students will be permitted 75 continuous minutes to complete the exam unless otherwise specified in writing by the instructor or the disabilities office.
5. Students will not be permitted to use calculators unless specified in writing by the instructor.
6. Students must present ID when they arrive to take scheduled exams.
7. Upon completion, exams will be returned directly to instructors' mailboxes in sealed envelopes.
8. If you would like a student to take an exam in the center but you cannot schedule it in advance, you are welcome to place the student at any empty study table in the center. However, you are solely responsible for monitoring the student and collecting the exam when finished.

I appreciate your assistance as we work to balance the center's priorities and optimize our service to all students who use the MSRC. If you have any questions, please feel free to contact me. I can be reached at [mdoney@jjay.cuny.edu](mailto:mdoney@jjay.cuny.edu) or extension 4595.

Regards,  
Michele Doney  
Coordinator, Math and Science Tutoring