INTEROFFICE MEMORANDUM

TO: MATH AND SCIENCE FACULTY
FROM: MICHELE DONEY, COORDINATOR, MATH AND SCIENCE TUTORING
SUBJECT: POLICY ON PROCTORING EXAMS IN THE MATH & SCIENCE RESOURCE CENTER
DATE: UPDATED FALL 2013

To ensure that exam proctoring in the MSRC is done in a manner that protects the integrity of the exam and is mindful of the staff limitations of the MSRC, proctoring will be provided according to the following policy:

1. Proctoring of individual student exams is available to instructors for all courses taught in the Department of Sciences and the Department of Mathematics and Computer Science.
2. Exams are proctored either by the Director (Michele Doney) or one of the center Coordinators (Blanka Angyal or Manuel Chaparro). No other members of the MSRC staff are permitted to handle or proctor exams.
3. All exams must be scheduled at least one business day in advance. Same-day scheduling and walk-ins cannot be accommodated. To schedule an exam, either you or your student should contact Michele, Blanka, or Manny directly via telephone, email, or in person.
4. You may submit the blank exam via email or in person, directly to the proctor. The student’s name must be written on the exam. For security reasons, we will not accept exams without names. In addition, we ask that you do not leave exams in our mailboxes or with other members of our staff (see point #2, above).
5. Students must present ID when they arrive to take scheduled exams.
6. Students will be provided with earplugs and seated at a desk in the main tutoring room, away from other students. However, please know that due to the layout of our new location, the proctor does not have a direct line of sight to the student at every moment (although we believe the presence of tutors in the room helps keep students honest). To prevent cheating, students’ belongings are secured in one of our offices for the duration of the test. They are seated with just the exam, a pen/pencil, and a calculator if permitted. Currently, we cannot offer more secure testing conditions than that.
7. Students will be permitted 75 continuous minutes to complete the exam. No breaks will be allowed unless otherwise specified in writing by the instructor.
8. No calculators will be permitted unless specified in writing by the instructor.
9. We strongly prefer that completed exams be picked up from the MSRC by the instructor. If you would like us to return a completed exam to you via campus mail, please let us know in writing.

If you have any questions, please feel free to contact me. I can be reached at mdoney@jjay.cuny.edu or extension 4595.

Regards,
Michele Doney, Director
Math & Science Resource Center