



### **Math & Science Resource Center Policy on Proctoring Exams**

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 overall goals and staff limitations of the MSRC, proctoring will be provided according to the following policy:

1. Proctoring of individual student exams is available for courses taught in the Department of Sciences and the Department of Mathematics and Computer Science.
2. Exams are proctored by the MSRC supervisory staff. No other members of the MSRC staff are permitted to handle or proctor exams.
3. Exams must be scheduled at least one business day in advance. As much as we'd like to, we cannot accommodate same-day scheduling or walk-ins. To schedule an exam, your student should contact an MSRC supervisor directly via telephone, email, or in person. Note that exams cannot be scheduled at the reception desk or via TutorTrac.
4. You may submit the blank exam via email or in person, directly to the proctor. Please include the student's name on the exam.
5. Students will be permitted 75 continuous minutes to complete the exam. No breaks will be permitted.
6. No calculators will be permitted unless specified in writing by the instructor.
7. Students must present ID when they arrive to take scheduled exams.
8. Completed exams must be picked up from the MSRC.

Contact information for MSRC supervisory staff:

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