

Suggestions for Proctoring Exams – Spring 2018

TAs have a responsibility to take steps to try to prevent cheating on exams. This is a realm of the teaching experience in which “an ounce of prevention is worth a pound of cure.” Spacing students, monitoring coming and going, limiting access to notes and equipment (as described below) can avoid both undetected cheating and detected cheating that results in great inconvenience and pain for all concerned. What follows are some suggestions for effective proctoring.

1. The instructor should be present to proctor the exam (in addition to one or more TAs, if that is possible).
2. It is important to move around the exam room frequently, to carefully look at each row of students to make sure that each student has just his/her test and “blue” book and, in general, to be completely alert.
3. If you need to sit down, try sitting in the back row—from there, you are likely to get a good view of what the students are doing.
4. If possible, it is a good idea to have at least two proctors in the exam room so that, if there are questions for the instructor, the other proctor can continue to monitor behavior.
5. If students ask to use the bathroom, only one student at a time should be allowed out of the exam room. They should leave all devices (cell phones, etc., in the room).
6. If possible (particularly for a small class), students can be asked to sit alphabetically, or can be asked to relocate according to their last name (e.g., A-L on the left side of the room, M-Z on the right).
7. If at all possible, there should be an empty seat between each pair of students.
8. Some programmable calculators allow students to program in equations or even text notes. To cut down on the use of such devices, the Economics Department has a limited number of simple calculators that are available for instructors to use for exams. In larger classes, students can be asked to borrow these calculators for a short time, so that more than one person can use a given calculator during the exam. The calculators are available from Leslie. Let her know in advance if you would like to reserve them for your exam date.
9. Students can send and receive text messages silently on their cell phones as well as access text notes and other outside sources. **It is a good idea to insist that all cell phones be stored away in backpacks during exams.**
10. TAs should be alert, move around, watch carefully, etc., and avoid distracting students (for example, by conversing). Check with the instructor to see if you should answer student questions during the exam and, if so, how far you should go with answers before referring the question to the instructor.