



**PROCEDURES FOR ADMINISTERING THE EXAM**  
**FOR THE ENGINEERING ONLINE PROGRAM**  
**NC STATE UNIVERSITY**

**1. Before the Student Arrives**

- Familiarize yourself with the directions for proctoring the exam stated on the Engineering Online Proctor Examination Form ( the exam cover sheet).
- Do not divulge any information about the contents of the exam to any individual.
- Keep the exam in a safe and secure place.
- The exam may not be forwarded to an alternate proctor/testing site without prior approval from the Engineering Online Office.
- Schedule or reserve a room for the student to take the exam.

**2. The Examination Room**

- The examination room must be free from noise or distractions.
- Light and temperature levels must be adequate and comfortable.
- A desk or table should have enough space to spread out authorized materials.
- A clock in the room is recommended.

**3. Student Arrival**

- The student should arrive at the scheduled day and time. A late arrival should not be given additional time to complete the exam and forfeits the time lost.
- Verify the identity of the student through a picture identification. Acceptable ID's include a driver's license, military ID, student ID card, and passport.
- Electronic devices are not allowed in the testing room.
- Personal items and unauthorized materials such as coats, hats, books, backpacks, computers, paper, dictionaries, reference materials, headsets, and calculators should be stored in a secure location away from the student.

**4. Begin the Exam**

- Give the student the exam. Write down the beginning time of exam on the Engineering Online Proctor Examination Form (the exam cover sheet).
- Confirm with the student the time allowed for the exam and any authorized materials that may be used. No electronic devices (calculators, desktops/laptops, PDA's, cell phones, pagers, iPods, digital media players, text messaging devices, etc...) or books and notes may be used unless instructed on the exam.
- Review any special instructions.

(cont.)

#### 4. **Begin the Exam (cont.):**

- The exam should be completed in one sitting. Students are not usually allowed to leave the room, however, if it is necessary to leave, make sure that all exam materials remain in the examination room. All absences from the exam room during the exam should be noted. The student does not get additional time to complete the exam.
- If the student encounters a problem with the exam, have him/her make a note on the exam for the instructor. Do not discuss the exam contents with the student.

#### 5. **During the Exam**

- Monitor student progress to ensure that he/she is following directions for what can be or cannot be used when taking the exam.
- Announce when there are only 5 minutes left for the exam.
- Monitor student progress to ensure that he/she is following directions.
- Notify the Engineering Online exam coordinator if you feel that the student has violated the exam procedures.

#### 6. **The End of the Exam**

- Announce the end of the exam. Tell the student to stop writing.
- Collect the exam and related materials.
- Do not give the student a copy of the exam or answers.
- Ask the student to sign and date the Proctor Examination Form. Students must adhere to the NC State policy on academic integrity found in the Code of Student Conduct (POL 11.35.1):  
[http://www.ncsu.edu/policies/student\\_services/student\\_discipline/POL11.35.1.php](http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php)  
Their signature acknowledges that they *“have neither given nor received unauthorized aid on this test or assignment”*.  
Sign the form as the Proctor.
- Follow instructions for exam return as outlined on the Proctor Examination Form. Only the proctor may handle the exam prior to and following its completion. The student is not permitted to fax, email, or mail the completed exam.

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