** University of Louisiana at Monroe**

***Master of Occupational Therapy Program (MOT)***

**PROCTOR RESPONSIBILITIES**

As a proctor, it is your responsibility to oversee the student while they take their required exams to ensure academic integrity.

* Be available to student on the date/time scheduled in advance for testing.
* Since the exams are online, the test site must have internet access. A password for each test will be emailed to you prior to the beginning of the test window.
* The student is allowed to bring his/her own laptop to take the test, or may use a computer at the testing site if necessary
* Exams MUST be taken in an appropriate setting (i.e. private space in a library or classroom); **exams may NOT be taken in the student’s home**.
* The area where the student will be testing must be an appropriate testing environment that is:
  + Quiet
  + Free from distractions and traffic
  + Equipped with reliable computer(s) and Internet access
* No person other than the proctor and student may view the exam or be in the general area during the exam.
* Ask the student to leave with you any items brought to the test site (cell phones, any electronic devices, keys that may have flash drives attached, notes, books, purses, backpacks, etc.). It is recommended that you have the student store these personal items in their vehicle rather than you take responsibility for them. Unless specified, ULM MOT tests/quizzes are NOT open book; students may not use any outside resources or internet sites during the test/quiz.
* Students are allowed to have a pencil or pen and one blank sheet of paper (proctor must verify the paper is blank).
* While the student is taking their exam, it is your responsibility to ensure to the best of your ability that cheating does not occur. Although you are not expected to sit and watch the student for the entire exam, it is important that the student is consistently monitored. While you are monitoring the student, look for red flags such as:
  + Additional browsers open on the computer besides their exam
  + Prohibited items
  + Wandering eyes
  + Use of prohibited electronic devices
  + Recording (in any fashion) of the exam questions and/or answers by the student – this is strictly prohibited.
* THE STUDENT SHOULD NOT BE ALLOWED TO LEAVE THE TESTING AREA DURING THE EXAM.
* After the student has completed their exam, collect any scrap paper that was used and dispose of it.

**What to do if a student cheats:**

As a proctor, it is your responsibility to ensure a secure testing environment is provided and academic integrity is upheld. Remember, as a proctor, your allegiance is not to the student but to the academic process.

If you believe a student is cheating on their exam and/or utilizing outside resources, you should do the following:

* Observe the student in an unobtrusive manner to confirm your suspicion.
* Collect evidence of the academic dishonesty.

**Use of outside websites/web tools**

* If the student is found accessing websites outside of Moodle that are not allowed, the proctor shall secure the evidence of the violation and report their findings IMMEDIATELY to ULM MOT Faculty through email (calk@ulm.edu). The discovery of the violation should not be brought to the student’s attention by the proctor; it is the responsibility of ULM MOT faculty to communicate with the student based on the evidence provided by the proctor to support the allegation brought forth.
* The use of unauthorized web tools could include a messaging platform such as e-mail, instant messaging, etc.

**What to do with information once it is collected:**

* Provide a detailed description of the events to ULM MOT faculty through email (calk@ulm.edu) along a description or photo of items used. Please provide the following information as well:
  1. Date and time exam was taken
  2. Student name and ID #
  3. Course designator (e.g. OCCT 5010)
  4. Exam #
* Immediately e-mail the information to ULM MOT Program Director at [calk@ulm.edu](mailto:calk@ulm.edu).