**CHECK LIST FOR PROCTORS**

**One day before the final exam, I have ….**

1. removed all course related materials posted on the walls and the bulletin board in the classroom I will be proctoring by **16:30.**
2. logged in to the computer in the classroom where I will be proctoring.
3. checked the computer and speakers in the classroom where I will be proctoring and inform the administration if there are any technical problems.

**On the exam day, before the exam, I have …**

1. come to the Testing Office between **8:45 and 9:00** to get my assigned exam pack.
2. gone **directly** to the exam room after I get the exam pack.
3. taken a stapler with me.
4. made sure that there are no course related materials on the walls or on the bulletin board in the exam room.
5. been given the audio file for the listening part by the Testing Office.
6. checked that the audio file plays once copied to the desktop and before letting students in the exam room.
7. prepared the seating arrangement and not allowed student into the class until the seating

arrangement is prepared.

1. let the students in and show them to their numbered desk when the seating arrangement is ready.
2. checked student IDs and send the students without IDs to the hall monitor.
3. told students to turn off ALL cell phones or any electronic devices before the test starts and put them on the teacher’s desk.
4. collected the students’ watches and put them on the teacher’s desk.
5. made sure that students put their belongings (coats, bags, books, dictionaries and all materials) at the back of the class. On the desks they can only keep pencils and erasers.
6. asked students to sign the signature list with a pen.
7. signed the signature list as the proctor.
8. written **ABSENT** next to the names of the students who did not sit for the exam.
9. made sure that students write their **Names & Surnames** and **Student ID numbers** on their answer sheets properly.
10. made sure that students read and sign the exam policy section on the exam cover.
11. **not left the classroom while I am logged in on the computer.**

1. made sure that I do not leave the exam pack in the classroom if I have to leave before the exam starts.
2. informed students that there are no toilet breaks during the exam.
3. written the section names of the test and the duration for each section on the white board.

**During the exam, I have …**

1. accepted latecomers **in the first 30 minutes** of the test.
2. let students leave the exam room only **after the first 40 minutes** if they wanted to leave. However, I haven’t let them return.
3. NOT let students take toilet breaks.
4. informed the hall monitor(s) under exceptional circumstances, i.e., if a student has to use the bathroom.
5. NOT let students **leave the exam room while the lecture or interview is playing. When all the listening recordings stop playing, students can leave the exam room before the expected finishing time.**
6. left the doors open until the listening part starts.
7. stood at the front of the classroom, made eye contact with the students, and quietly walked up and down the rows once every 10 minutes or as needed to ensure that students are following proper exam procedures.
8. **NOT chatted with other proctors, read materials or exam papers, or used cell phones or computers.**
9. **NOT left the exam room unattended.**
10. spread my time evenly between the exam rooms I am responsible for proctoring if I am proctoring in more than one exam room.
11. explained the instructions for a task as briefly and succinctly as possible if students ask me to explain them.
12. **NOT** explained any words or vocabulary in the actual questions.
13. **NOT** played the recording more than ONCE (the dialogues are already recorded twice with the instructions and pauses).
14. **NOT** made any interruptions while the audio is playing.
15. **NOT** let students eat or drink during the exam. (They may only bring a clear plastic bottle of water to the testing location.)
16. made sure I follow the cheating policy, fill out the incident form and inform the hall monitor/s immediately if any kind of cheating attempt occurs during the exam.
17. distributed the lecture questions AFTER the lecture plays twice and when I hear “Now you will get the questions of the lecture” as an audio instruction.
18. brought the test papers directly to the Testing Office and got the test papers for the second part of the test when the first part of the exam finished.
19. taken out the signature list from the first exam pack as it will also be used for the second part of the exam and made sure that students have signed the signature list for the second part of the exam as well.

**After the exam, I have …**

1. **NOT** let students leave the exam room until I have collected all exam papers.
2. **NOT** let students take any photographs of the tests or take any test materials out of the exam room.
3. **COUNTED** the exam papers before you put them in the pack.
4. **NOT** left any exam papers in the classroom or anywhere else unattended.
5. attached the lecture questions to the main test booklet by using a stapler before I put the exam paper into the pack.
6. made sure that I **turn off the computer and the projector** before I leave the exam room.
7. brought the exam packs to the Testing Office right after the test.