

Exam Proctoring Policy and Process

It is the instructor's responsibility to reach out to faculty in his/her program or department to find a faculty colleague who can proctor the exam. If no faculty colleague is available to proctor, the instructor should contact Mary Young at mary.young@unh.edu to solicit assistance from a faculty administrative assistant, if possible. *Please note that administrative assistants are to proctor exams only if no faculty are available.*

Other responsibilities include:

- Complete the Exam Proctoring Request Form
- Email completed form to the proctor
- Copy department chair in that email communication
- Copy Mary Young if proctoring is done by an administrative assistant (listed above)
- Designate and reserve the area/room where the proctored exam takes place for an individual student

Delivery of Exam to Proctor

The instructor provides the proctor with a hard copy (or copies) of the exam in the proctor's mailbox **no later than 24 hours prior to the exam date** unless it is an unexpected absence. In the event of an unexpected absence, the instructor will provide either a hard copy (or copies) or an electronic copy of the exam as soon as possible prior to exam time. In the case of unforeseen circumstances that prevent the instructor from providing the proctor with exam copies, it is the responsibility of the instructor to make other arrangements. In absence of those arrangements, the proctor will cancel the exam and notify the student.

Return of Completed Exam(s) to Instructor

Instructor receives completed exam(s) in his/her mailbox.

Exams for individual students can be given in **Room 306**, which can be reserved through the online request form at least 24-hours in advance. The request form can be found here: https://unh.az1.qualtrics.com/jfe/form/SV_ext5RF5IsBx7Pmtn. Otherwise, the faculty member should make other arrangements.

This room can only be booked for the purposes of exam proctoring. If there are any questions or problems with booking this room, please reach out to the Registration Office. Once the date and time have been reserved, please contact the administrative assistant for your department for the appropriate signage to be placed outside of the door.