DUQUESNE UNIVERSITY SCHOOL OF LAW

PROCTOR POLICIES AND PROCEDURES

PROCTORS MUST BE FAMILIAR WITH ALL LAW SCHOOL EXAM POLICIES AND PROCEDURES.

- All proctors should park in the Forbes Avenue Garage. Parking will be paid by the Law School Registrar’s Office.

- **Proctors must arrive 15 minutes before the scheduled exam time.**

- Proctors please place your cell phones on vibrate or turn them off if the vibrate is too loud.

- Proctors may **NOT** use headphones when proctoring exams. Proctors may take a 10 minute break.

- Proctors **must** work together. The law school does not want proctors disagreeing in front of students.

- Proctors are to supervise the exam process, enforce rules, and eliminate the opportunity to cheat; but **not** to be mean or demean the law students.

- Proctors MUST instruct all students to place their book bags in front of the classroom and to remove all hats and coats. **Students’ cell phones MUST BE TURNED OFF AND PLACED IN BOOKBAGS OR PURSES; NOT on their person.**

- Students must sit every other seat; they are not permitted to sit next to one another.

- Students may **BRING** water into the classrooms. Food, of any kind, is **NOT** permitted in the exam room unless approved by the Registrar’s Office.

- **Proctors must place all exams and materials face down in front of each student.**

- Proctors **ONLY** supply pencils to students if the professor has INCLUDED scantrons with their exam. If so, the Registrar’s Office will supply you with pencils.

- Before the exam begins, ask the students if they would like to use earplugs. Students are permitted to use **ONLY** the earplugs supplied by the Registrar’s Office.

- The Registrar’s Office will inform you if the professor has approved the usage of scrap paper.

- All Laptop Users **MUST** bring and use a power adapter for their computer. If they do not bring it with them, they must write their exam in a bluebook.
• Proctors **MUST** have students’ laptop screens up with the word “BEGIN” on it. The students should type BEGIN and press ENTER. A word processing screen will appear. SPELL CHECK WILL NOT BE PERMITTED! VERY IMPORTANT!

• **Bluebook writers and Laptop users must begin their exams at the same time.**

• Students must place their **exam number** on all exam materials. **NO NAMES!**

• Proctors must count all students in the classroom to ensure your total matches the total on the exam sheets which are prepared for you by the Registrar’s Office. Please also count and total all bluebook and laptop users.

• **Exams which require a one page limit per question** – please have the students type 20 single-spaced lines. The exam software will double space their answer when the exam is printed by the IT Department.

• **LAPTOPS USERS** - all students must run the exam software regardless if the exam is an open or closed book. If the software is NOT necessary, the Registrar’s Office will inform you of the change.

• **BLUEBOOK WRITERS** – STUDENTS ARE NOT TO WRITE ON THE BACK OF ANY PAGES IN THEIR BLUEBOOKS. Students should write on every other line.

• **BLUEBOOK WRITERS** – the students should receive one book at a time. They may have another bluebook if they need one. A student should not rip pages from the Bluebook.

• Proctors are required to **QUIETLY** walk around during the examination approximately every 30 minutes.

• Proctors must walk to the student to answer any questions once the exam is in progress. Please do not holler your answer or question while students are taking the exam.

• Students are only permitted to use the restrooms on the third floor and in the student lounge area; **one student at a time.**

• Students are not permitted to leave the building for any reason until they have completed their exam.

• Proctors must inform students how much time is left towards the end of the exam – 15 minutes remaining, 10 minutes remaining, 5 minutes remaining - everyone stop writing and typing!

• Students are **NOT** permitted to take a break during the last 10 minutes of the exam.

• **No student should exit the room before signing in everything they have used during the exam.**
Proctors must keep all student exam materials together for all laptop and bluebook users. Bluebook writers should place extra bluebooks, exams, scantrons, and/or answer sheets inside the first bluebook. Laptop users should place scantrons and/or answer sheets inside the exam.

*Please view the Taking an Exam on a Laptop Proctor Guide for additional information regarding laptop usage.*