Proctoring Exams

A student may need to take an exam that is supervised by someone other than you. This could be a student in a distance learning course (online or correspondence) or a student who misses a scheduled exam session in class due to illness, family emergency, business trip or another situation that you feel is a valid reason to substitute a proctored exam.

Proctoring ensures the security, integrity and confidentiality of the examination process and meets some students’ need to make up missed exams. Proctoring also ensures that the conditions of the exam are met, such as the time limit and any other restrictions. (Some exams require that the student have no access to particular resources like the Internet, textbook, or notes.)

If a student lives more than 50 miles from a City University of Seattle site, it is the student’s responsibility to arrange for a proctor and provide a Proposed Proctor Approval Request form to the course instructor with enough time for the instructor to send the exam to the designated proctor.

Each site has a designated person for day or evening proctoring sessions. It is your responsibility to send the exam and a completed Proctor's Certification form to the specific e-mail address listed at the top of the form. All fields on the Proctor's Certification form must be completed as follows:

- **Date:** The date you fill out the form.
- **Designated Site:** Tacoma, Bellevue, Renton, etc.
- **Students first and last name:** Example - John Doe
- **Student’s ID Number:** We have several students with the same name and the only way to distinguish them is by their student ID.
- **Course Name:** Example - PM 502
- **Course Title:** Example - Leadership Principles for Project Management
- **Instructions must be complete:** All Yes or No boxes checked.
- **Time limit:** No exams can go beyond 5 hours unless special accommodations are pre-arranged with Human Resources. Stating “no time limit” is not acceptable, you must specify at least an hour. All times should be in ½ hour increments; Not 185 minutes, etc.
- **Notes:** Include how many pages students are allowed to use and whether they should be mailed with the exam.
- **Dictionary, Books, Computer use, Calculator, Extra paper:** specify if allowed
- **Exam Discard Date:** Should expire by the end of each quarter at the latest unless special accommodations or extensions are made known to proctor.
- **Instructor Name:** Your name
✓ **Instructor Address:** The address where the completed exams should be sent

✓ **Instructor Email Address:** Your email address

The Proctor Certification form must be filled out by the instructor for each student taking an exam. Site Coordinators or site staff are not allowed to alter proctor certifications in any way unless the time limit is being extended by instructor. Any proctor certifications that are incomplete will be sent back to instructor to complete. Students should call the site to confirm that the exam has been received and schedule a time to take it.

Pages should be numbered on the exam- for example 1 out of 10, 2 out of 10, etc.

Students should email instructors to request the exam and to designate which site they’ve chosen to take their exam. Once the student has made the request, instructors should email the exams to:

- Everett: proctor.everett@cityu.edu
- Renton: proctor.renton@cityu.edu
- Tacoma: proctor.tacoma@cityu.edu
- Van B.C: proctor.vanbc@cityu.edu
- Van WA: proctor.vanwa@cityu.edu

**Related Forms**
- Proctor Certification Form
- Proctor Approval Request Form