

University of Maryland University College
Exams and Testing Services

PROCTOR INSTRUCTIONS

- Before being permitted to sit for the examination, the student must present a recent photo ID such as a driver's license.
- **ALL** final examinations are closed book/notes exams. Generally, no student is allowed to leave the room during the examination. If the student must go to the restroom during the examination, please make sure that all exam materials, book, and notebooks remain in the exam room.
- The student has three hours to complete the examination.
- You must monitor the student at all times during the examination.
- **Computers, PDAs, Cell Phones, and Pagers are not permitted in exam sessions.**
- If you observe cheating, all exam materials are to be confiscated from the student and returned to the faculty member with notification.
- Once the student has completed the exam, collect the examination materials; enclose in the appropriate preaddressed envelope and mail to the faculty member. **Under no circumstances should the proctor disclose the faculty member's address to the student.** The completed examination materials must be mailed to the faculty member by the proctor. Any fees for proctoring are the responsibility of the student.
- **Proctor and/or facility fees are the responsibility of the student and should be paid directly to you or the institution.**

If you have any questions, please call the Alternate Site Coordinator at 240-582-2600 or 800-283-6832 extension 2600.

I have read and I fully understand the above instructions. I verify and guarantee the security of this examination.

Proctor's Name _____ Date _____

Proctored location _____ Phone # _____

Signature _____

Return this signed form with the completed exam to the faculty member. Please verify that the faculty member name in the email corresponds with the name on the front of the exam.