

## Exam Proctoring

### Background

The typical student who attends IUPUI has a number of outside responsibilities that are not typical for students at residential campuses. Because of these outside responsibilities, it is inevitable that students will need to make up exams, though there is debate among faculty members about circumstances that warrant the extension of the privilege of a make-up exam. Effective November 28, 2006, the policy for make-up exams changed to require faculty to place the responsibility for proctoring make-up exams on the faculty so non-academic personnel would not be in the position of making academic decisions that they are not trained to make and should not be responsible for making.

SPEA does not have a policy on the conditions for allowing students to make-up exams. Typically make-up exams would be allowed for illnesses or injuries that can be documented, deaths of immediate family members, accidents that prevent the student from reaching the campus, work-related issues, or other conditions beyond the student's control. Vacations or time-off for non-work related travel would typically not be considered a reason for permitting a make-up exam. SPEA faculty members are not bound to these practices – this decision is left to the discretion of individual faculty. However, students in a course must be treated equitably and the syllabus should define what conditions/situations merit a make-up exam.

**Policy** (*Policy Orig. 2003, Rev. 2/28/2006*)

### *In-Class and Make-Up Exams*

The course instructor is expected to administer in-class exams and make-up exams. When the faculty member cannot be present, it is the faculty member's responsibility to find another faculty member to proctor an in-class exam or make-up exam. The Program Director for the academic area is available to assist in the event of emergency absences or to assist in planning and managing absences because of other academic commitments.

### Responsibilities

- ✓ The faculty is responsible for proctoring in-class and make-up exams and for finding another faculty member to assume this responsibility in those instances when the faculty member will be absent.
- ✓ The faculty is responsible for contacting the appropriate Program Director in the event there is an emergency or other circumstance that prevents him or her from proctoring the exam.
- ✓ The Program Director is responsible for assisting faculty in finding a proctor in those instances when a faculty member needs this assistance.
- ✓ The Associate Dean is responsible for making a graduate assistant available to assist with make-up exam proctoring.
- ✓ The administrative assistants are responsible for scheduling make-up exams, rooms, and for distributing and collecting the exams.
- ✓ The faculty is responsible for providing the Faculty Secretary with the materials and instructions needed for a make-up exam and for ensuring that the staff is not placed in the position of ensuring academic integrity.
- ✓ The Faculty Secretary is responsible for reporting instances of verbal abuse or belligerent behavior on the part of students who seek or are taking a make-up exam. This report is made to the appropriate Program Director or Director of Academic Affairs.

## Procedure

### 1. Definitions

- a. Faculty means anyone who is responsible for teaching a SPEA course during a regular or summer term.
- b. Administrative assistant means the SPEA faculty secretary and student assistants.
- c. Student assistant means graduate student assistant and work-study students.

### 2. Proctoring In-Class Exams

- a. The faculty member is responsible is the faculty member's responsibility to find another faculty member to proctor the scheduled exam.
- b. Associate faculty may contact the appropriate Program Director or Director of Academic Affairs for assistance in finding a faculty proctor.

### 3. Proctoring Make-up Exams

- a. Individual faculty members are responsible for the administration of make-up exams for students in their classes. Responsibilities associated with administration include handing out exams, proctoring exams, and collecting exams.
- b. Faculty may use space in BS 4032T (Faculty Secretary office) or BS 4084 (located on the south end of the east corridor) for make-up exams.
- c. Administrative assistants on the fourth floor (Faculty Secretary and student assistants) will schedule BS 4032T or BS 4084 for make-up examinations.
- d. The administrative assistants are not to be placed in positions where they are required to make academic judgments or are liable for matters related to academic integrity.
- e. The full-time faculty and associate faculty are responsible for finding another faculty member to proctor the exam for them in those instances when the faculty member cannot be present to proctor the exam. Faculty should contact the program directors for assistance in finding another faculty member to assist them.
- f. In those instances when a faculty proctor cannot be found for the associate faculty, a graduate student assistant will be made available to proctor the exam. The following conditions and cautions apply:
  - The student assistant is not responsible for monitoring students for cheating or other academic misconduct.
  - The staff is not responsible for monitoring students for cheating or other academic misconduct.
  - The students are on the "honor system" while taking the exam.
  - The students are responsible for adhering to any time limits the instructor places on the exam.
- g. When an Associate Faculty member requires the assistance of a graduate student assistant, the process for requesting the assistance of the student assistant is as follows:
  - The instructor should have the student contact the faculty secretary to schedule an appointment. This initial contact should be at least 48 hours in advance. The make-up exam can be scheduled between the hours of 9:00 a.m. and 3:00 p.m. Monday thru Friday. It must be possible to finish the exam by 5:00 p.m. for the faculty secretary to be involved in the collection of the exam.
  - The instructor must contact the faculty secretary and provide her with a copy of the exam, time limits, and special instructions as needed. Please be aware there may be work-study students assisting the faculty secretary and security of the exam cannot be assured.

- The instructor will ask the student, when finished with the exam, to return the exam to the student assistant who will seal the exam in an envelope and place it in the instructor's mailbox.
- There have been instances when the student becomes verbally insistent or aggressive in scheduling the exam or does not follow instructions. In these instances, the faculty secretary or student assistant who is the subject of the behavior will report the behavior as soon as practicable to the Program Director or the Director of Academic Affairs.

### **Documentation**

- ✓ Faculty members make-up exam and instructions