

## Background Research Assessment – Proctoring Instructions

### Quiz Preparation:

1. Setup eight tables so only two students sit at each, facing the TV, and the proctor can see each student's eyes. Stack all other stools by the DoAll.
2. Clean off tables so there is no debris to inhibit the students' ability to write.
3. Place signs on the three lab walk-in doors that read "[Testing In Progress](#)".
4. Quizzes will be placed in a box on the middle desk in my office. Please leave the office door unlocked but closed so no one enters except TAs. Completed quizzes should be placed in a collated pile next to the box of quizzes in my office.

### Quiz Proctoring:

1. Ensure the quizzes are always secure and that students walking into the assessment cannot see the questions prior to the quiz beginning.
2. Ask students to put away everything. Ensure all notes are out of view.
3. As you pass out quizzes, tell students to not look at them until everyone has one and you tell them to begin. *If there are too many students, pull up the [Google Signup sheet](#) and politely ask anyone who is not signed up to please do so and attend another quiz session.*
4. Instruct students to turn over their quizzes and begin.
5. Record the starting time and ensure each section is given exactly 30min for the quiz. **Ensure the quiz begins at its scheduled time** to ensure all sections finish on time.
6. Announce to the students when 15min remain, 5min remain, and when the quiz time is complete; try to make no other announcements while proctoring the quiz.
7. Tell everyone to *"please stop writing and turn your quizzes over in the next 30 seconds"* at the end of the 30min time. If any students don't comply, place an asterisk next to their name.
8. While proctoring the quiz, please be as quiet as possible. If anyone else is in the shop working, ask them politely to stop because there is a quiz in progress. Turn on the large black fan so there is a consistent hum in the background which muffles small noises that occur as people inevitably walk in and out of the lab.
9. During the exam please DO NOT answer questions in which students are asking for definitions. The quiz has been refined so much over the past two semesters that there should be no questions you need to answer. If unsure whether you should answer a question, politely tell the student you can't answer, and remind them they should do their best to answer each question based on the info presented in the background research they were asked to read.
10. If students need restroom breaks, ask them to turn their quizzes over and leave their phones on top.

### **Cheating & Grades:**

1. Some students will try to cheat by looking at others' quiz, so watch their eyes carefully. If you suspect someone is cheating, calmly check if the person's quiz (s)he was looking at is turned to the same page, and if so announce loudly "*keep your eyes on your own paper or you will receive a zero for the quiz*". If it happens again, take the student's quiz, write and circle a large "C" next to their name, and move them to the woodshop table.
2. If students ask, quiz grades will be returned with their DR1 grade sheet.

### **Quiz Grading:**

Please help grade quizzes while proctoring, however be sure to prioritize proctoring. I will provide a solution key for this purpose. Please ensure the quizzes are never left out of your sight.

1. Perform grading in red ink, don't bother correcting incorrect answers, and mark wrong answers you can't easily read.
2. There is no partial credit; questions are either right or wrong.
3. Denote questions which are wrong with a large "X" to the left of the question; please do not place any checkmarks on the exams, as these make it more difficult to tally points.