Sample Proctor Instruction Script

Almost as important as monitoring alerts and behavior in the room are the instructions that proctors give before launching an exam session. Often, telling students the rules —and what you can see — is just as much of a deterrent as the alerts themselves. Below are some sample exam instructions.

**Note:** These should be supplemented by any exam policies your institution already has in place. While these instructions are specific to PAEA Assessment products, most of them should apply to all proctored exams.

# Script

Today, we will be taking <**type of exam**> exam. If you are not scheduled to be taking this exam, please leave the room and find another place to study. (**wait for any stragglers to leave**)

The exam will last <**length**> with a break of <**minutes**> minutes between sections.

The exam will begin after these instructions:

* All papers, preparation materials, and personal effects (including, but not limited to, notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) must be powered down and stowed away now. No items other than those provided to you are allowed to be used for any purpose during the exam.
* All other computer programs, applications, and web browsers must be closed now and during the exam. Also, you should not use the browser search function (Command+F on Macs, CTRL+F on PCs). The ExamDriver system will notify me with an alert if you access any other material or functionality, and the program will investigate for violations of the student honor code and academic integrity policies.
* Do not take photos or screen captures of the exam, per your student exam agreement. The ExamDriver system will notify me with an alert if you do so, and again, the program will investigate for violations of the student honor code and academic integrity policies.
* Talking is not permitted during the testing process.
* No assistance may be provided to students regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer.

If you have not already done so, please log in to [www.examdriver.com](http://www.examdriver.com), read the student exam acknowledgement, and click the box to prepare for your exam now. Ensure that all pop-up blockers are disabled. If this is your first time taking a PAEA Assessment, you may view the optional tutorial that will introduce you to the exam window. If you are comfortable with the system, you may skip the tutorial. Your exam time will not begin until you see the first question.