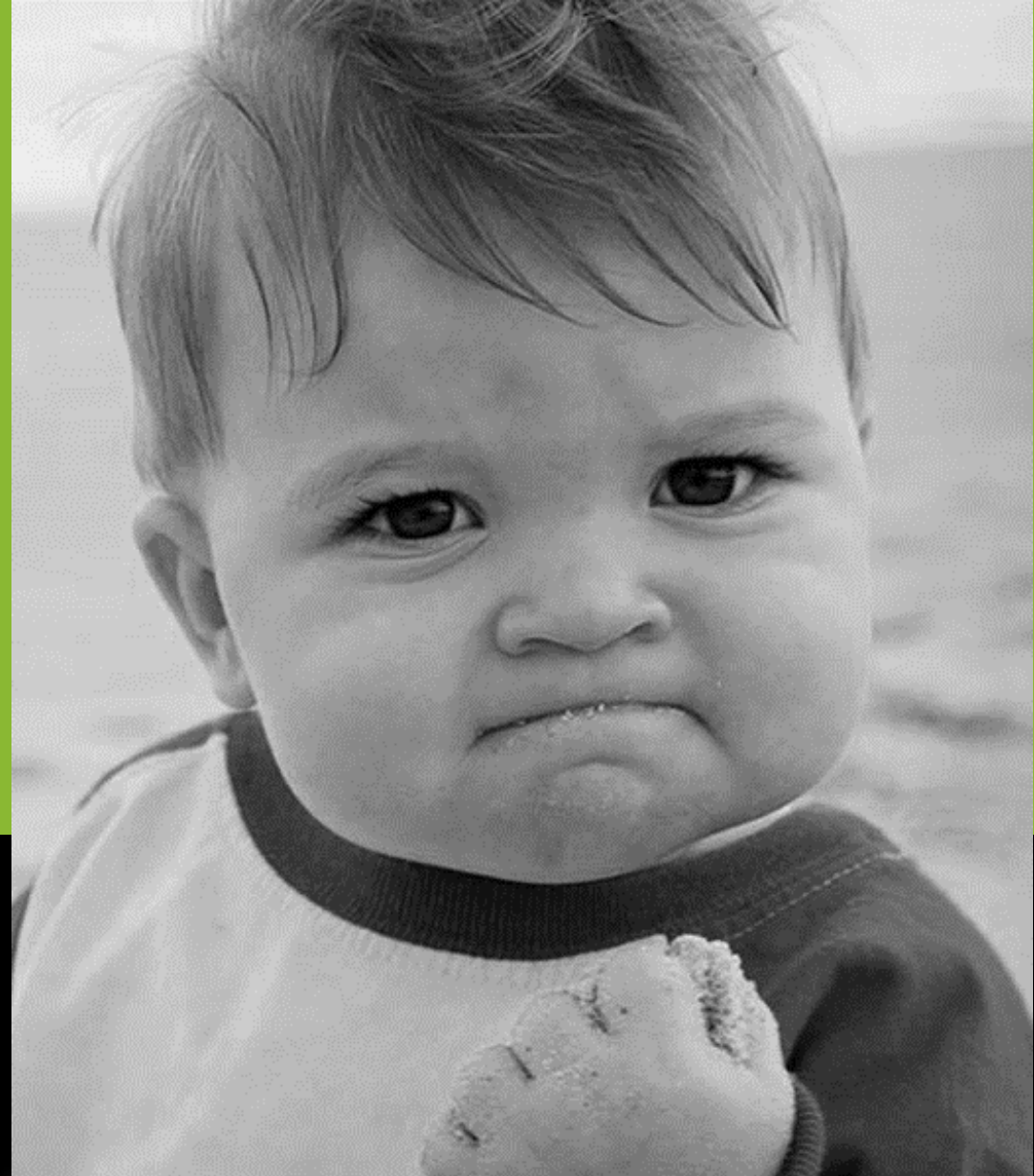
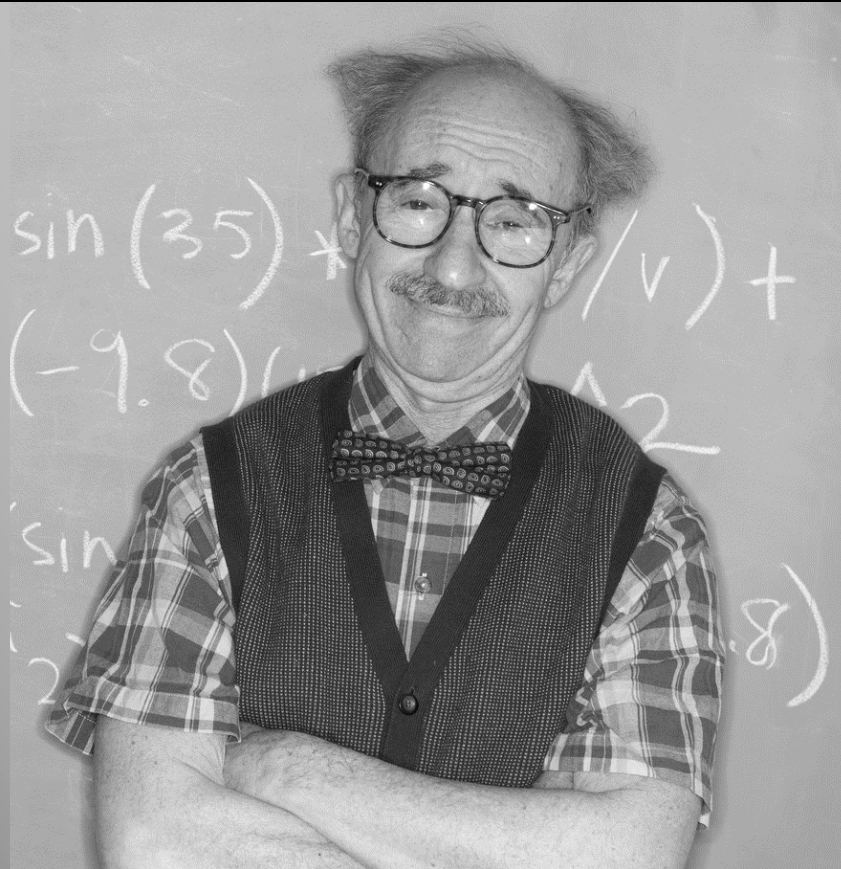


**SO YOU WANNA BE A PROCTOR!**



# PROCTORING TEAM — MAYBE “WANNA” IS TOO STRONG

- Terry
- Meg
- Deb
- Susan
- Lisa
- Jill





# RESPONSIBILITIES

I already have a lot to do.  
What does this mean  
for me?

# RESPONSIBILITIES

- Respond to online proctor requests on at least one assigned day per week.
- Communicate with assigned students/schools.
- Maintain records for assigned students.
- Schedule time and location for exams.
- Secure space/computer for exams.
- Administer exams.



**RESPOND TO ONLINE PROCTOR REQUESTS**

[Landing Page](#)

# PROCTORING@TSCPL.ORG — LEARN IT, KNOW IT, LIVE IT!

- Each proctor will be assigned at least one day per week to respond to emails received through the Proctoring Outlook account.
- Students must place requests at least seven days prior to their desired test date.
- Send confirmation email: CC the proctoring team at [proctoring@tscpl.org](mailto:proctoring@tscpl.org); introduce yourself as the proctor; and instruct the student to email any pertinent paperwork (approval forms, exam info) to us as soon as possible prior to the test.
- If you can, get started scheduling the exam in that first email.

# Schedule

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Susan Lisa Weekend	Susan Lisa Weekend	Susan Lisa	Meg	Terry	Jill	Deb

- Weekends will be covered by Monday's proctors, with support of the weekend proctors.
- Weekend proctors will monitor the number of requests, so, in case of an influx of requests, Monday proctors don't get overwhelmed.
- You may not be able to find another proctor until the following week, but you can at least respond to the email.





# MAINTAIN RECORDS

I will walk out right now if you make me keep files!



# DIGITAL FILES, KID — IT'S THE 21<sup>ST</sup> CENTURY!

- Once you have accepted a student you will be responsible for maintaining their files unless/until another proctor accepts them from you. weekends
- Save any documents the student/school sends on the G drive:  
G:\Public Services\Proctoring\Your name.
- You can also save digital copies on your personal drive, or even hard copies if that helps.

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

New [Print] [Close] [Today] Search address books OggSync Sync Calendar

Calendar << >>

May 2007

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

All Calendar Items

My Calendars

- Calendar
- test2
- Calendar in Archive Folders
- cat

How to Share Calendars

Search Calendars Online

Publish My Calendar...

Add New Group

Mail

Calendar

Contacts

Tasks

Day Week Month Show work week Show full week

May 20 - 26, 2007 Search Calendar

Click here to enable Instant Search

	20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat
	Chance of Rair	Partly Cloudy	Clear 69F / 52F	Milestone X Partly Cloudy	Partly Cloudy	Beach Vacation Last Day Of Sch Partly Cloudy Vacation Day	
8 am		Staff Meeting			Meet with Project X		
9:00	Church		Parent Teacher Conference	Deliver Propos			
10:00				Field Trip to the Garder		Drive to the Beach	Conference Call with Provider P
11:00							
12 pm		Lunch with Mrs. Catvation	Lunch with Jimbob	Lunch with Fred			
1:00							
2:00		Create Proposal	Meet with New Contract		Week Wrapup before Vacation		
3:00							
4:00							

Tasks: 1 Active tasks

27 Items

SCHEDULE EXAMS

# PROCTORING CALENDAR ON OUTLOOK

- Open the Proctoring calendar.
- Open a new appointment on the day and time of your scheduled appointment.
- Title the appointment with the student's first initial and last name and your name. For example: **KBridgewater - Meg**.
- Add your agreed meeting location under Location.
- Color categorize your appointment: **Terry, Meg, Susan, Lisa, Deb, Jill**



# ADMINISTER EXAMS

Time for the big event!

# EXAMS — NO REMEMBRALLS OR AUTO-ANSWER QUILLS

- Determine and secure location for test – usually a computer within eyesight.
- Meet student at agreed upon time and location.
- Have student log into campus portal and open test.
- Give instructions from teacher and store books or notes that aren't allowed.
- Enter password.
- Keep an eye on the clock for timed exams.
- Complete any follow-up paperwork or emails.