

EXAM PROCTORING FOR THE *UNIVERSITÉ LAVAL*

By accepting to proctor the exam of a *Université Laval* student, you agree to the following conditions:

- Communicating in French or in English with the *Bureau de soutien à l'enseignement* of the *Université Laval*.
- Using an institutional email address to communicate with the *Bureau de soutien à l'enseignement* of the *Université Laval*. For security reasons, all email addresses coming from Web mail providers such as Hotmail, Gmail, and Yahoo will not be accepted.
- Not being remunerated by the *Université Laval*. You are free to require the student to pay you for proctoring, printing or shipping costs or for class reservation. The student is aware that he is responsible for these expenses.

In addition, you agree to:

- Have the student take the exam on the date and time scheduled by the *Bureau de soutien à l'enseignement*;
- Provide the student with the best possible conditions to take the exam;
- Respect and make sure that the student respects the following procedure, as well as the specific exam instructions provided by the teacher.

PROCEDURE

Before the Exam

- Upon the reception of the exam by email (a few days prior to the scheduled date of the exam), you must print the questionnaire, check the number of pages, read the instructions provided by the teacher, and confirm that everything complies by email to the agent of the *Bureau de soutien à l'enseignement*.

During the Exam

- You must validate the student's identity by requesting a photo ID (driver's license, passport, Health Insurance card, or any other valid photo ID).
- You must ask the student to give you his/her communication devices such as portable computer, cell phone, tablet, Ipod. If a calculator is permitted (see the specific exam instructions), it must be one that does not reside on a communication device.
- You must ask the student to write his/her last name and name on the questionnaire.
- You must read the instructions provided by the teacher to the student.
- You must ask the student to use a soft pencil or a black pen to write his/her exam. You must also tell him/her not to write on the bottom and side margins of the exam in order to facilitate the transmission of the exam by scan.
- When the time allowed for the exam is up, you must collect the exam questionnaire, the draft, and all the other related documents.
- You must not make photocopies of the exam questionnaire, even if requested by the student. The student must no longer have access to his/her exam.

After the Exam

- You must send the exam questionnaire, the draft, and all the other related by email to the agent of the *Bureau de soutien à l'enseignement*. **Make sure you do not send the exam to the student.**
- Only upon confirmation of the reception of the documents by the agent will you mail the original exam questionnaire.
- You can then delete the electronic file containing the exam questionnaire.

The *Université Laval* thanks you for your precious collaboration.