



FOR THE ATTENTION OF THE PROCTOR

Procedure

By agreeing to proctor exams for Université Laval, you accept full responsibility of the exams you have in hand. You also agree to abide by the guidelines below.

Exam proctoring for Université Laval

1. By agreeing to proctor an exam for a Université Laval student, you agree to comply with the following conditions:
 - Communicate in French or English with the Teaching Support Service (*Service de soutien à l'enseignement*) at Université Laval.
 - Use an institutional email address to communicate with the Teaching Support Service. For security purposes, email addresses from webmail providers like Outlook, Gmail, Yahoo are not accepted.
 - To not be remunerated by Université Laval. You are free to require the student to pay for the proctoring, room reservation, printing, or shipping costs. All exam proctoring costs **are the responsibility of the student**.
2. In addition, you agree to:
 - Have the student take the exam on the date and time set by the Teaching Support Service,
 - Provide the student with the best possible conditions for taking his exam,
 - Respect and ensure that the student respects the procedure to follow below as well as the instructions specific to the exam given by the teacher.
 - Print the blank exam upon receipt (two days before the date set for the exam).
 - Scan and email the exam questionnaire, the draft, and all related documents no later than the day after the exam date (within 24 hours maximum following the exam).

Receipt of the exam

1. Upon receipt of the exam questionnaire by email (two days before the date set for the exam), you must:
 - Print the questionnaire,
 - Check the number of pages,
 - Read the instructions given by the teacher appearing on the first page of the exam,
 - Confirm by email to the Teaching Support Service that everything is in accordance with the following email address: sse.repondant@ulaval.ca.
2. Storage of exams in a safe place:
 - Never leave exams where confidentiality may be compromised. You are responsible for the confidentiality of reviews from receipt until return.

Before the exam

1. Have the student place his or her coat, bag, case, or any other material not relevant to the exam at the front of the room. They must also remove their caps and sunglasses.
2. Ask the student to deposit an ID card with photo (Université Laval card, driver's license, health insurance card, passport) in front of him for verification at the start of the exam. This is required for all exams.
3. Return the exam questionnaire upside down on the student's desk, reminding them of the instructions and the exact time allotted to complete the exam.
4. Remind the student to write their first and last name on the first page of their exam.



Material authorized during an examination

- Unless otherwise specified for a specific exam, electronic devices such as laptops, cell phones, tablets, calculators, etc. are prohibited and students cannot keep them with them. Ask them to put all prohibited devices in a safe place.
- When an exam instruction states that a financial, scientific, or alphanumeric calculator is prohibited, then it should be understood that a regular calculator is permitted.
- Make sure that the student uses only the material allowed in the exam instructions. The instructions concerning the permitted material that appear on the exam take precedence over all other instructions previously given to the student.
- If reference materials are allowed, make sure there are no sheets inserted inside them.
- You should ask the student to use a pencil or black pen to write their exam and instruct them not to write too low on the answer sheets or in the margins to facilitate scanning.

During the exam

- Never leave the room while exams are in progress.
- Keep your attention on the students. Avoid reading, surfing the internet, or concentrating on any other task that would prevent you from keeping an eye on students.
- Only allow exits for the toilets and for major emergencies. Take a note if you have doubts about a student (several outings, longer than normal outing, for example).
- If a student arrives late, he will be able to take his exam, but will not be able to make up for lost time.

After the exam

- At the end of the allotted time, remind the student that the exam is over and ask them to bring you their exam copy and scrap sheets, if applicable.
- No examination questionnaire should remain in the possession of the students.
- Keep the completed exam in your possession in a safe place to ensure confidentiality.

Return of the completed exam

1. You must scan and email the examination questionnaire, the draft and all documents relating to the Teaching Support Service at: sse.repondant@ulaval.ca no later than the day after the exam date (within 24 hours maximum following the exam).
2. Important: Be careful not to send by email the scanned exam to the student.
3. After receiving confirmation of receipt of the exam questionnaire from the Teaching Support Service, you can mail the original of the exam questionnaire by regular mail. It is important to have received confirmation of receipt of the scanned exam before mailing the original of the exam.
4. You can then destroy the electronic file containing the examination questionnaire.

Université Laval thanks you for your invaluable collaboration.

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