

7.3 Examination Proctoring for Student Athletes

Faculty may choose to allow student athletes on excused absences for competing at athletic events to complete examinations while they are off campus. The following process for allowing examination proctoring of athletes who are competing at varsity-level events has been proposed by the Faculty Oversight Committee on Sports and Athletics, vetted by the Faculty Senate and endorsed by the Provost.

Student Responsibilities

1. Notify professor as soon as an exam is announced if you are unable to attend. This notification is in addition to the semester or post-season email notice of missed class time that is sent from Athletic department.
2. If professor, at his/her discretion, decides that a proctored exam on the road is permissible in place of a makeup, notify the Associate Athletics Director (AAD) and appropriate Head Coach about it.
3. Student takes (or AAD emails) the Exam Proctoring Form to the Professor with as much information as possible (at least first 3 lines) filled out ahead of time.

Professor Responsibilities

1. Complete and return the Exam Proctoring Form to Athletics (AAD).
2. Clearly state testing conditions (allowances and restrictions) and
3. Procedures for administering the exam on the form.
4. Prepare and deliver exams to AAD in advance of team travel. Exams should be in a sealed envelope and clearly labeled with respect to class, section (if multiple sections exist for class), and the student(s) taking the exam. When multiple Student-Athletes are involved, the instructor should provide one copy of the exam for each student with the student's name written in. Each exam should have an honor code statement for the student to sign and date.

Athletics Department Responsibilities

1. Ensure availability and appropriate number of qualified and trained proctors to administer exam(s) on the road. Priority for proctoring: academic faculty > athletics administrative staff >> coach.
2. Log-in receipt of exam from professor.
3. Establish chain of custody protocol for delivery of exam to proctor, administering exam on the road, receipt of exam from proctor after team returns, and return of exam to professor.
4. Return exam to Professor.
5. Survey student-athletes on proctoring procedures and effectiveness.

Proctor Responsibilities

1. Ensure absolute security and integrity of exam from time of pick-up from AAD through drop-off to AAD after team returns.
2. Sign an agreement from the examining department (if requested) regarding the testing conditions and procedures.
3. Provide appropriate testing environment (quiet, free from distractions or temptations, with required computer/internet access, etc.).

Administering an exam while in transit, in a hotel lobby, etc., is not considered appropriate.

4. Safeguard, respect, and actively honor the professional and institutional commitment to education and integrity.
5. Clearly inform student(s) of the rules (including any instructions and guidelines sent by the professor).
6. Remind student(s) of the consequences of cheating.
7. During the exam:
 - a. Seat students apart. Students with the same exam must be sitting far enough apart so that they cannot see each other's exams. Typically, this is accomplished by seating another student with a different exam between the two students.
 - b. Have the students stash their belongings – everything, other than clothing and allowed test implements - well away from them.
 - c. Be aware of and monitor resources allowed for use during the exam. If students are allowed a notecard, it would be prudent to collect the notecards even if this was not done during the exams administered on campus.
 - d. Be aware of and monitor restrictions on electronic equipment. No CORE AMS class allows the use of a calculator and electronic devices are strictly prohibited. Today's smart phones connect to the internet and their computational capabilities are particularly problematic and must be monitored. They should be nowhere on or around the student. Laps or seats are frequent hiding spots.
 - e. Restrict restroom visits to one student at a time.
 - f. The proctor should be in the testing environment at all times and maintain a presence by scanning the room and, on occasion, walking around the room. They should be looking for the mannerisms suggestive of academic misconduct. It is recommended that athletics staff who wish to proctor road exams observe how exams are conducted on campus to get an idea of best practices.
 - g. Strictly observe the timing and time constraints of the exam. Ideally, the road students would take the exam at the same time as Mines students so that cross-talk is minimized.
 - h. Discreetly reseal a student who might be looking at a fellow student's exam.
 - i. Remove any unauthorized materials as discreetly as possible.
 - j. If concerns arise: allow student to finish exam and talk privately with the student after the exam. Prepare written documentation of what was observed, your response to it, and what subsequently transpired, and pass these notes along to the instructor.
 - k. Take photos/movies of students during exam to show seating placement.
 - l. Do not try to answer student questions even if it's a point of clarification. Students should be told to list any assumptions they make and the grading professor will take this into account.

Last Revision:

July 16, 2014