

***Mercer County Community College
Division of Science and Health Professions
Nursing Program***

Policy: Exam Proctoring

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. Each exam should have a minimum of one (1) proctor for every twenty (20) students.
2. Exam proctor(s) are to walk about the room while the exam is in progress.
3. All personal articles will be placed in the front of the room during the examination. All cell phones and recording devices are to be turned off and placed with personal items. No jackets, hats, cups or personal items will be allowed at the student's desk during the examination.
4. There is to be no talking or other communication between students and/or faculty during the examination. No questions will be answered during the exam. Comments regarding any question on the exam are to be written on the student's test booklet.
5. Once a student has finished their exam, they are to raise their hand and a faculty member will retrieve the examination and Scantron sheet. Students are to immediately leave the exam room.
6. Coats, cell phones and other personal items can be retrieved once all students have completed the examination.
7. Any student who does not abide by the above, will receive a "0" for that exam.

Effective Date: February 24, 2009

Revised Date: January 26, 2010, June 20, 2012

Approved by:

A handwritten signature in black ink, reading "Linda A. Martin". The signature is written in a cursive style with a large, looped initial "L".

, Director