University of Rhode Island
Proctored Exam Procedure for Students

If your instructor requires a proctored exam for your online course, it will be clearly noted in your syllabus on the first day of class. You should carefully read your syllabus to understand the instructor’s policy on arranging and completing a proctored exam.

The exact day and time of the exam may not be available at the beginning of class, but the instructor will provide this information to you at least four weeks before the exam is scheduled, sooner if possible.

The instructor will inform you of:
• The date, time, and place that the exam will be offered, and which campus (Kingston or Providence).

OR if you are unable to come to campus:

• The scheduled window period in which the exam is to be completed with a proctor.

Finding an Exam Proctor if unable to come to URI campus
Students who cannot come to campus are expected to locate and arrange an exam. Proctors may not be friends or family members. Acceptable proctors include:

• Dean, academic department head, or official testing administrator of an accredited college or university
• Head librarian at an academic or public library
• Personnel at an exam testing center (such as ETS)
• Commanding officer at a military learning center

If there is a cost associated with an external proctored site, it is the responsibility of the student to pay that cost.

Getting a Proctor Approved
After making arrangements with a proctor, the student must submit a Proctored Exam Request Form to the course instructor three weeks prior to the exam date.

Instructors will approve the arranged location and proctor, and confirm your contact with the proctor via email, telephone, or mail. An instructor has the right not to approve a proctoring site, but will give you notice and a clear explanation so that you have the time and information to locate another proctor.

On the Day of the Exam
You should meet your proctor at the agreed upon day, time and place. You may bring with you any materials that the instructor has permitted or required for the exam (E.g. Calculator, pencils, scratch paper, laptop).

The proctor will have the exam materials.
Be sure both you and your proctor sign and date all 3 copies of the Proctored Exam Instructions. Your proctor will keep one copy and return one copy to your instructor. You should store your copy of the Instructions with your class materials for the duration of the semester.

**Academic Honesty**
You are responsible for knowing and following the University’s Academic Honesty Policies as outlined in the student handbook Chapter 1.

The same procedures apply for any allegation of academic dishonesty regardless of whether the exam is paper or computer based and whether it is given in a classroom or at a remote proctored location.


**Rescheduling or Cancelling Exam**
Instructors have their own rescheduling/cancelation policies for exams and they will be included in your syllabus on the first day of the semester. If an exam needs to be rescheduled the instructor, student and proctor should be notified, and this will be resolved according to your instructor’s policy.