

Proctored Examination Instructions

RULES

1. You have a maximum of two hours to complete the exam (unless the instructions on the exam itself give a different time limit).
2. No Bibles, notes, or reference materials allowed (unless the instructions on the exam itself say otherwise).
3. The student may not leave the room until the exam is done. The proctor must be present in the same room with the student at all times during the examination.
4. Write legibly, do not type exam unless by permission of the Academic Committee.
5. Do not make a copy of the exam questions or answers.

PROCEDURES

6. The student may not see the examination until the time limit begins. When the student is ready to begin the exam, the proctor should:
 - check valid government-issued photo identification (e.g. driver's license)
 - instruct the student to complete the student portion of the cover sheet
 - place the examination before the student
 - direct the student to begin the examination.
7. When the student has completed the examination, or the time limit is reached, the proctor should:
 - collect the examination answers
 - collect the examination questions
 - complete and sign the proctor's portion of the cover sheet

MATERIALS REQUIRED

Pen or pencil with eraser

15-20 pages of 8.5 x 11, lined blank paper (overseas students may use local size)

Well-lighted table or desk

A timing device (clock or stopwatch)

A 9 x 12 envelope (with sufficient postage affixed) for the completed exam to be returned to Trinity

Photo ID