

Faculty submission of Exam Procedure

Thank you for choosing Georgia State University proctored lab testing services to administer your examinations. We are committed to provide excellent proctoring services to your students in a testing environment where exams are administered accurately and securely according to your guidelines. We process requests on a first come first serve basis, and therefore if we do not receive all of the below information, we will not be able to accommodate your request.

1. In order to serve students appropriately, please ensure that the following are included when requesting exam times in the Proctored Lab:
 - The course name for which you are requesting exams to be proctored
 - Please enter the Course Name as you would like your students to see it
Ex: "Introduction to General Psychology" or "PSYC 1101"
 - The semester for which you are requesting the Proctored Lab
 - The Course Registration Number (CRN)
 - The Course Section Number
 - The Course Offering Code
 - If the exams you are requesting to be proctored are cross-listed, please find out and let us know immediately. Students will be unable to test unless we have all of the above information
 - The total number of students taking your course
 - If the total number of students changes after submitting your request, you must notify us immediately
 - If you have more than 200 students in your section, you must provide at least five days of testing per exam
 - The total number of exams given for the course that will be proctored
 - Each exams' start and end date with the duration of each exam stated in minutes
 - Each exam must be given the full time within the Proctored Lab's hours of operation
 - The first test time is 9am, and the last test times are from 5pm through 5:45 pm (depending on the length of the exam)
 - Password for each exam that will be proctored
 - The Proctored Lab and/or CETL have the right to modify passwords if professors could not be reached at the time of an issue
 - Professor's Contact Information

- Office and cell phone number where you can be reached in case of an incident
 - An email where we can send notices regarding any incidents involving your students
2. All requests must be submitted to <https://cetl.gsu.edu/services/learning-environments-teaching-equipment/proctored-online-exams/proctored-lab-online-exams/> at least **two full weeks before the start of the semester.**
 3. **Tests must be set up on iCollege and through the LockDown Browser.** No paper tests or tests sourced through third party sites will be allowed
 4. Students are prohibited from bringing the following items into the Proctored Lab testing area:
 - Papers or notes not handed out or taken from the front desk. Students may not bring in any unauthorized paper. The Proctored Lab provides paper, pencils, and calculators for student use while testing. Students may bring their own calculators if allowed by the professor
 - Any technology, including but not limited to headphones, earbuds, cell phones, smart watches, and any other device that may undermine the integrity of the Proctored Lab
 - All bags, purses, and clutches will be left in the lobby of the Proctored Lab. If necessary, proctors may prohibit students from taking jackets and coats into the Proctored Lab
 - Students may not bring any food, water, or candy into the Proctor Lab. (If a student is pregnant, she will be allowed to bring in water.)
 - If a student requires a medical device or any assistive device that resembles the prohibited technology, we politely ask that the student or professor let the Lab know prior to testing so that the student may begin testing without any inconvenience
 - Students may be asked to drawback their hats, hoods, or head garments long enough for proctors to ensure headphones are not being worn into the Lab
 - Valuables may be kept behind the front desk with the proctors with the student's Panther ID
 5. Students will be asked to leave the lobby area and return later for the following reasons to maintain the integrity of the Proctored Lab

- Students may not wait for their exam time in the Proctored Lab. The Student Center provides ample and more productive study areas on each of its floors
- Students may not study while in the Proctored Lab
- Students may not leave the Proctored Lab once they are checked-in for their exam until they complete and submit their exam
- Proctors may check students in early for their exams if seating is available. However, students will not be checked-in if late more than fifteen minutes

****IMPORTANT****

Students must use the website link provided by their professors. Students googling for the RegisterBlast page will have several similar sites to choose from and only one will actually lead to the proper registration page for the GSU Proctored Lab.