



PROCTOR INFORMATION

Final exam time is coming, and you're in need of a proctor!

A proctor for your student's final exam can be a pastor, librarian, another homeschool parent, or family friend. They must be someone willing and able to supervise your student's final exam for its entirety.

The proctor cannot be a family member, or someone of the same household.

What is a Proctor?

A proctor is simply a mature person who monitors students during an examination. Proctors are required for most examinations in order to uphold academic integrity.

What is Expected of a Proctor? -----

Proctors agree to adhere to academic integrity while monitoring a student's final exam. They are expected to

- 1 Sign off on the Local Proctor Form
- 2 Ensure the exam conditions are met (pg. 2)
- 3 Release exam to the student
- 4 Monitor student for entire exam
- 5 Ensure no cheating occurs
- 6 Act as a timekeeper for the exam
- 7 Return the completed exam to WISDOM
- 8 Destroy exam materials at end of exam

What can a Proctor do During a Final Exam? -----

So long as proctors ensure exam conditions are met, reasonable monitoring abilities are maintained (having relatively low distractions), and they are available to the student for the entirety of the exam, it is permissible for proctors to occupy themselves with other things.

Examples of Proctor abilities

Personal work (such as computer work)
Reading books or studying
Quietly listening to podcasts/watching films with headphones.

WISDOM Remote Proctors -----

Using a local proctor gives you the most flexibility in booking an exam time that works for your family, however, we understand that each family has unique situations and needs. In the event you are unable to arrange a local proctor, the WISDOM office can supervise final exams remotely.



WISDOM remote proctor information

If you would like WISDOM staff to supervise your exams online, please be aware there are **extra security requirements for online exams** (exam recording, multiple cameras being set up, etc.) Also note that it is difficult for WISDOM to accommodate extra exam time with online proctoring. WISDOM has limited three-hour time slots available most Tuesdays, Wednesdays, and Thursdays. An exam coordinator will send you a booking schedule if this option is chosen.

Wisdom Proctor Schedule

Tuesdays / Wednesdays / Thursdays:

9:15am-12:15pm - or - 1:15pm-4:15pm

In some cases, WISDOM can accommodate Monday or Friday exams.

Exam Conditions - - - - -

1. Appropriate lighting
2. Free from interruptions or excessive noise (no music or TV)
3. No unauthorized aids, including Internet or headphones or telephone, are available to the student
4. No information in any form, including paper, books, or stored on electronic devices is accessible by the student (other than authorized data booklets, English books, or novels)
5. Student will be seated at a clean desk or table
6. Student will write this exam in one sitting
7. Calculator's memory is cleared before and after the student uses it for the exam (if applicable)
8. There is no unauthorized communication during the exam

Exam Academic Integrity - - - - -

Local proctors will be provided an agreement form to sign.

For remote WISDOM proctor sessions, parents will be asked to complete and return a parent form if they will be handling any part of the exam and are responsible to ensure the exam conditions are met.

Exam Booking - - - - -

A minimum of 3 business days is required to make sure everything is in order before the exam. Late exam bookings may cause delays and complications which can affect a student's success, or possibly cause a student to miss an exam deadline. The booking form is where you will indicate if a WISDOM proctor is required.

Subject specialists will release the exam booking form to you once student readiness for exams has been determined.

Last things to note:

- WISDOM Subject Specialists should be aware of students taking an exam before booking.
- For any other questions or exam booking concerns please contact Christian at:
1-780-741-2113 ext. 121 or **1-780-854-0489**, or email exams@wisdomhomeschooling.com