FLOW CHART FOR EXAM PROCTORING

SCHEDULE SUBMITTED TO THE DEAN
- Receive Online Class Orientation Letter template from DE Faculty Coordinator
- Include explicit remarks about required proctoring in Online Class Orientation Letter
- Return Online Class Orientation Letter to DE Faculty Coordinator who will post to DE website

SCHEDULE AVAILABLE ON WEB ADVISOR
- Final call for Online Class Orientation Letter to DE Faculty Coordinator
- One week after Web Advisor publication deadline for "Orientation Letter" to DE Fac Coordinator and publication on DE website

PRIOR TO CLASS AVAILABLE TO STUDENTS
- Exam Proctoring Information (Form A) and Student-Proctor Agreement (Form B) available at class website
- Proctoring information in class syllabus and welcome announcement
- Inform CR testing center staff of exam dates

CLASS PUBLISHED AND AVAILABLE TO STUDENTS

THREE WEEKS PRIOR TO EXAM
- Announce (again) exams and dates of proctored exam
- Remind students of proctoring requirements
- Repost Proctoring Forms A and B

TWO WEEKS PRIOR TO EXAM
- Finalize "non-CR" proctors (Form B complete)

ONE WEEK PRIOR TO EXAM
- Send Proctoring Requests (Form C) to all proctors

EXAM ADMINISTERED AND RETURNED