• Include a proctoring statement, UNC Online scheduling instructions and the link to the NCCU codes of academic integrity/conduct in your course information.  
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=1674

• Discuss proctoring expectations and scheduling instructions with students on the first day of class.
  ◦ Stress that codes of academic integrity and conduct apply during proctored exam appointments
Remind students they are responsible for all fees related to proctored exams:
- Students can compare fees via UNC Online.
- Some proctors charge fees, some do not.
- Students should plan accordingly.
• Enter your exam details into the system at the beginning of the semester.
  ◦ This action provides ample time for students to schedule appointments and troubleshoot scheduling issues. Often proctoring locations book up weeks in advance of peak testing periods (midterms and finals).

• Do not ‘pad’ exam durations.
  ◦ Enter the accurate exam duration into UNC Online.
  ◦ Proctors’ fees are based on exam durations entered into UNC Online; therefore, ‘padding’ exam durations will increase proctoring fees for students.

• Provide proctors with clear and concise exam instructions
  ◦ avoid technical lingo that is specific to your field of study
  ◦ proctors cannot update software or download software for exams.
  ◦ minimize proctors’ workloads and stress levels by avoiding confusing or lengthy exam instructions (many proctors are volunteers).
• Monitor ‘Class Roster’ tabs via UNC Online through the semester
  ◦ the class roster tab populates as students schedule appointments via UNC Online).
  ◦ This action will permit you to track students’ scheduling activity and know if students are struggling with the scheduling process.

• Be available during the exam window to answer proctors’ emergency calls.