



Proctoring Arrangements

Please read and implement the important directives below. If you have any questions please contact the registrar office.

Thank you for your cooperation.

1. Your proctoring schedule is online – You can access it at Bethlehem University Academic Portal (<http://Buap.Bethlehem.edu>)
2. Proctors are present 10 minutes before the scheduled start of each exam, and remain at site until the end of the exam.
3. The asterisk (*) indicates the Chief Proctor. S/he picks up the exam questions from the Registrar office 20 minutes before the start of the exam.
4. The Chief Proctor:
 - a. Arrange the desks in order
 - b. Coordinate the student seating
 - c. Organize paper and exam distribution
 - d. Supervise attendance check
5. Assist with administrative duties of the exam, as directed by Chief Proctor.
6. Proctor all students in the exam room, and be vigilant in assuring student honesty during the exam.
7. Walk around the room for the duration of the exam.
8. Proctors should turn off their cell phones at the beginning of the exam. No proctor should make or receive calls or send/receive text messages.
9. Proctors should not engage in any activity that will distract them from proctoring.
10. Food and drinks (except water) are not allowed inside the exam halls
11. All exam papers not taken by students are immediately secured and given to the Chief Proctor. Attendance reports, clearly marked, are returned to the Registrar's Office.
12. No clarifications of exam questions are permitted.
 - a. Explanations are only permitted to correct an error on the test. In this case a very brief correction is announced to all students at the same time.
 - b. Explanation of the meaning of a question is not permitted.
 - c. Explanation of English or Arabic terms is not permitted.
13. You must arrange for a substitute if you are unable to proctor during your assigned time(s). Inform the Registrar's office – in writing - of any changes made.
14. Grades are due 72 hours after each exam.
15. Students are not permitted to:
 - A. Have mobile phones or smart watches in exam halls.
 - B. Use mobile phones as calculators, electronic dictionaries, or to check the time.
 - C. To look at another student's exam paper,
 - D. To speak to another student,
 - E. To have written materials which could supply answers,
 - F. To exchange any items or materials during the exam.
16. **The above student behaviors that could easily be perceived as cheating will result in the student receiving a zero for the exam.**