

PROCTOR POLICY

- 1) The number of proctors assigned to midterms and finals will be based solely on enrollment in the course
- 2) TAs for each course will be emailed between week 0 and week 1 by an Undergraduate Advisor and asked for the exam dates and times. TAs are required to obtain the syllabus for the course as early as possible to expedite this process.
- 3) An electronic version of the proctor schedule will be posted on the Monday of the 2nd full week of the quarter with a link sent to all TAs (in the order described below).
- 4) Lecture TAs (i.e., TAships that do not involve a section) will be given first priority for signing up and will be required to proctor TWO exams which may be:
 - 1 midterm & 1 final, or 2 finals, but NOT 2 midterms
- 5) Lab and section TAs (e.g., PSY 5, 120L, 112L, etc.) will have their name drawn randomly until all remaining proctor needs are met. All lab and section TAs drawn randomly will be required to proctor ONE exam.
 - NOTE: Psy 1, 221A, B, and C will now be exempt from proctor assignments due to workload issues unless the need for proctors arises
- 6) Randomly drawn names will then be given the chance to sign up for the remaining proctor assignments.
- 7) If a schedule conflict arises after the sign-up period, it is the responsibility of the TA to find a replacement for the exam.