July 2023

Sample In-Person Proctor Instructions

Below are some sample exam instructions that highlight specific provisions of the Examinee Agreement that students acknowledged when they created their PAEA Assessment account and will acknowledge at the beginning of every exam. This can be read aloud at the beginning of an in-person exam.

**Note:** This script should be supplemented by any exam policies your program and institution have in place.

# Proctor Script

Today, we will be taking <**type of exam**> exam.

The exam will have <**number of questions**> in <**number of sections** (two for End of Rotation exams, three for PACKRAT, and five per day for the End of Curriculum exam)>sectionswith a break of 10 minutes between sections that you may skip if you’d like.

The exam will begin after these instructions, which highlight portions of the Examinee Agreement you will acknowledge at the start of your exam, as well as our program policies:

* You must not copy, capture, record, collect, reconstruct, memorize, discuss, or distribute PAEA Assessment Exam content, in whole or part.
* Using any unauthorized computer, smartphone, or electronic device, of any kind while taking this exam is strictly prohibited.
* Using any unauthorized books, notes, papers, note-taking materials, study materials or test-taking aids of any kind while taking this exam is strictly prohibited.
* You must use the Secure Client lockdown browser to take this exam. You are not permitted to use any other browser or computer program.
* You must not give or receive assistance on a PAEA Assessment Exam.
* No assistance may be provided to students regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer.

If you have not already done so, please log in to SecureClient using your keycode, read and acknowledge the Examinee Agreement, and verify the details of your exam are correct. I will unlock your exam when these steps have been completed.