July 2023

Sample Faculty Instructions – Unproctored Exams

Unproctored exams have special requirements that can vary program-by-program, but the key provisions of the Examinee Agreement are critical to ensuring valid assessment. Below are some sample exam instructions that highlight specific provisions of the Examinee Agreement that students acknowledged when they created their account and will acknowledge at the beginning of every exam. This can be sent in an email in advance of an unproctored exam.

**Note:** This script should be supplemented by any exam policies your program and institution have in place. While these instructions are specific to PAEA Assessment’s requirements and the Examinee Agreement, most of them should apply to all exams.

# Email Instructions Template

Soon, you will be taking <**type of exam**> exam. You may start this exam any time between <**date range**>.

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

These instructions reiterate 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, electronic device, camera, recording device, or photographic equipment 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.
* Close all other computer programs, applications, and web browsers now and during the exam.
* You must use the SecureClient lockdown browser to take this exam. You are not permitted to use any other browser.
* You must not give or receive assistance on a PAEA Assessment Exam.
* Talking and communicating with anyone about Exam content or responses is strictly prohibited.
* Please reach out to your exam contact <**name**> at < **phone number**> if you are experiencing an issue with the exam portal or your computer.

To start the exam, please log in to SecureClient using your keycode, read and acknowledge the Examinee Agreement, and verify the details of your exam are correct. Your exam will begin at that time.