PROCTORING

It is a regulation of Yale College that all tests and examinations be carefully proctored. During tests and examinations, students should be seated apart from each other as much as possible. If they are permitted to take breaks in the hall outside the examination room, the hallway should also be proctored. Students reporting for an examination who have brought study materials with them, whether print or electronic, should be asked to deposit these materials at the front of the examination room until the examination has concluded. The use of cellular phones or electronic messaging devices during examinations is prohibited.

Instructors may not administer their scheduled exams via Zoom or any similar technology. Yale College discourages the administration of remote exams on an ad hoc basis, although such is permitted in the case of ABX exams. When administering remote exams, the instructor should work directly with the Poorvu Center for Teaching and Learning to determine optimal proctoring practices.

All requests from students with disabilities for special accommodations with respect to examinations must be made in advance through the University’s Student Accessibility Services. If the request is approved, the director of the Student Accessibility Services office will send a letter to the instructor describing the accommodation to be provided, such as locating a quiet space for the student to take the examination over a prescribed period of time and the possibility of providing a proctor. The proctoring obligations described above also apply to such special accommodations.

Instructors and their departments are responsible for making their own proctoring arrangements, including those for ABX exams. For information about best practices, instructors may consult the website (https://academiccontinuity.yale.edu/remote-proctoring) of the Poorvu Center Teaching and Learning.

At the appropriate time in the term, the registrar sends each instructor more detailed instructions for the conduct of final examinations.