



Costello College of Business

Exam Session Proctoring Policy

Proctoring of examinations is generally the responsibility of the course faculty of record. When faculty of record need additional assistance, or in rare circumstances when they cannot be present during an exam, the following policy will apply:

Individual Classification	May Proctor Exam?
Instructional Faculty	Yes
Administrative Faculty	Yes
Classified Staff	No
Graduate Teaching Assistant (GTA)	Yes ¹
Student Wage	No ²

¹ Graduate teaching assistants may not proctor a graduate course without the lead instructor present

² Student wage may assist a lead instructor in proctoring either an undergraduate or graduate exam