



MASTER OF SCIENCE IN ENGINEERING ONLINE PROGRAM
HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE
4732 BOELTER HALL
LOS ANGELES, CA 90095-1600

Test Proctoring Procedures

At the time of the exam

- Verify the student's identity via government issued ID or BruinCard.
- **Ensure that the student does not leave the testing area once the exam has begun.** If a bathroom break is required, please first ensure that the student does not take any exam materials or electronics.
- Ensure that the exam is taken in the time frame indicated by the exam instructions.
- Administer the exam on the specified dates(s) provided by MSOL. If a student requests to test on an alternate date, please contact the MSOL office to verify. Students are allowed to test on alternate dates only if they receive permission from their instructor and inform our office in advance.
- Please do not administer the exam on an alternate date due to your own scheduling conflicts. **If a proctor is unavailable, it is the student's responsibility to find an alternate proctor.**
- Maintain exam integrity at all times. Only allow access to the exam at the time of administration.
Students should not receive a copy of their completed exam.

After the exam

Submit original exams by:

1. Scanning each page, including back pages if applicable.
2. **Submitting the PDF to the form linked by MSOL.**
3. If you cannot open the form, you may email the PDF directly to the course instructors. Please CC samera@seas.ucla.edu.
4. **Please do not CC/BCC the student.** In order to protect exam integrity, students should not receive a copy of their completed exam.

Thank you for proctoring!

Best,

Samera Xu

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