Test Proctoring Procedures

At the time of the exam

- Verify the student’s identity via government issued ID or BruinCard before the exam.
- Administer the exam at the institution in a secure environment free of distractions or interruptions.
- Ensure the student does not leave the testing area once the exam has begun.
- Ensure the exam is taken in the time frame indicated on 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 the integrity of examinations 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. Sending PDFs via email DIRECTLY TO THE INSTRUCTORS.

Please CC samera@seas.ucla.edu. Proctors must use a professional email address that corresponds to the institution where the proctor is employed.

Thank you,
Samera Xu

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