

# FINAL EXAM PROCTORING INSTRUCTIONS: JRN 101/103 (News Literacy)

## GROUND RULES

(To be read aloud 5 minutes before start-time)

***“The News Literacy final is the student’s opportunity to demonstrate skill in real-time analysis and deconstruction of news reports.***

***Students are permitted to consult with one unmarked copy of the one-page Deconstruction Guide.***

***Instructors may spot-check the identity of test-takers. Be prepared to show student ID. Any student found using a phone during the exam will be asked to leave and will not be permitted to finish. Any student found using crib-notes in any form will be asked to leave and will be referred to academic judiciary. School of journalism policy is to recommend an “F” for cheating.***

***No talking is necessary or permitted between students during the exam.***

***Video portion: Students watch each video three times with a timed pause in between each viewing to permit them to make notes and write their answers to questions. First pause is 3 minutes, then 5, then 5, then on to the next.***

***Text portion: Attached to the exam is a printed article. Students read it and answer a series of questions about it.***

***Students are permitted to work ahead on the print section of the exam whenever they wish during the video screenings. Students are allowed to flip back to earlier sections of the exam to rework answers. Students are permitted to go to the bathroom, which is patrolled.***

***Students who finish early are to leave the exam room.***

***Students must turn in their completed exam by either handing it to their instructor or placing it in the basket at the front of the room marked with their instructor’s name.***

***You must show your ‘Open the Freezer’ button before you can open the freezer that awaits News Literacy students in lounge area at the center of Javits Hall.***

Proctor Duties in each exam room, to be assigned in advance by each lecturer:

- Arbiter/Announcer:** 5 minutes before start time, Lecturer reads the guidelines (above). The lecturer, in consultation with Dean (631-546-8289), makes on-the-fly rulings if students spot a problem with the exam format or wording. Lecturers will carry cell phones so that Dean can receive and send messages among the exam rooms, if necessary.
- Signage and Distribution:** Post Guidelines signage at entries to exam room and distribute exams AT EXAM START TIME.
- A/V:** Run the slideshow per the standard schedule (for consistency among rooms) \*Call 2-9400 for technician.

4. **Physical patrolling:** as assigned...      **Front of exam room**      **Rear of exam room**      **The Loos**

	Front of exam room	Rear of exam room	The Loos
First Hour			
Second Hour			
Remaining time			

Reminders: Open the Freezer buttons, First aid kit, smelling salts, pencils, paper, baskets for exams, staplers, tape, guideline posters, pre-divvy exams for passing them out by row, Number paragraphs on text story