



## Proctor | **Instructions for Online Language Examination Proctor**

Thank you for your willingness to serve as a proctor. The following is a guide to ensure maximum transparency and accountability for our students taking the language placement or competency exam online. Your work in adhering to these guidelines is very much appreciated.

### **Exam Administration**

Online language exams are open four times a year and each online exam period is seven days (click [here](#) for the current exam schedule). Exams are created and administered through [WTS Courses](#), which is the seminary's online learning management software. Students are enrolled in this exam by Academic Affairs once they register online.

### **Exam Procedure**

At the place and time arranged between you and the student, please ensure that the following requirements are met:

Exam Length: 2 hours

Testing Environment: The student is allowed to use his or her own computer. They will log into WTS Courses and locate the exam for which they've registered, which will be an exam in one or both of the following categories: Greek Competency and Placement Exam, Hebrew Competency and Placement Exam (see screen shot of Hebrew Exam page below).



Home / Courses / Miscellaneous / Hebrew Competency and Placement Exam

#### **Hebrew Competency and Placement Exams**

- MAR/MDiv Exam for testing out of HEBREW ONE only
- MAR/MDiv Hebrew placement exam for all three levels
- ThM and PhD competency exam in Biblical Hebrew

The online testing environment should mimic the ‘in-class’ testing environment as much as possible. No aids of any kind are allowed.<sup>1</sup> Use of books, notebooks, or phones are prohibited, although blank scratch paper may be used if needed. Periodically, check the student’s computer desktop throughout the exam to make sure that no other programs (e.g., Word, Excel) or online aids are being consulted.

Exam Submission: When the student completes the exam, he or she selects the button “Submit all and finish.” This completes the exam.

At the conclusion of the exam, both you and the student must electronically sign a statement of compliance with the honor code to signify that the exam was taken according to the requirements above. This document is sent initially to your email address as well as the student’s via HelloSign at the beginning of the exam period, and is to be signed first by the student and then by you. This document, once signed, is automatically sent to Academic Affairs for approval.

Note: For the future integrity of the exam, no part of the exam may be copied or shared. Copying or sharing any part of the exam is considered a breach of the honor code.

Help: Any questions may be directed to [academicaffairs@wts.edu](mailto:academicaffairs@wts.edu)

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<sup>1</sup> Note that masters level students (MAR, MDiv), who are taking the general, levels 1-3 Hebrew exam, may use a lexicon, but only on the very last translation of the exam.