



**O.P. JINDAL GLOBAL**  
INSTITUTION OF EMINENCE DEEMED TO BE  
**UNIVERSITY**  
*A Private University Promoting Public Service*

## **GUIDELINES FOR CONDUCTING PROCTORED EXAMINATIONS**

- The use of Pearson is proposed for conducting online exams.
- Test-takers must take the test in an enclosed, private space.
- Within the testing space, the computer screen must be positioned to face test-taker directly, and their background environment cannot jeopardize the integrity of the exam content.
- Before testing online, test-takers will need to provide valid, government-issued identification (ID)
- If any testing violations are suspected, the proctor(s) monitoring the exam will intervene. Depending on the severity of the violation, test takers may first receive a warning and reminder of the policy in question. If the behavior continues, the proctor(s) may be required to revoke the exam session.
- Please note that some violations may be severe enough to warrant immediate exam revocation without a warning.