

Proctor Guidelines

Thank you for volunteering to proctor for the CASA (Center for Arabic Study Abroad) Selection Exam. Please read the information below before agreeing to proctor:

- All applicants must identify and provide the name/contact information of the person who has agreed to proctor their selection exam. It is the responsibility of each applicant to secure a proctor. Keep in mind there may be several applicants taking the exam at a given university/college, but **there can only be one proctor at each university/college**. Traditionally, the CASA Selection Exam has been proctored by someone from the Department or Center for Middle/Near Eastern Studies at each school. **The proctor must not be a teacher/professor, and if at all possible, not a speaker of Arabic.**
- **Proctors agree to monitor the applicant taking the CASA exam for the duration of the exam.** The CASA Selection Examination tests the listening, reading, and writing skills in a three section test. The entire exam generally lasts approximately 4 ½ hours (including breaks).

Preparing for the CASA Selection Exam:

- **You will need to reserve a quiet room** for the number of students taking the exam.
- **You will need a computer with headphones** for each applicant, as well as a reliable Internet connection for the Listening and Reading portions of the exam which are administered online. If you do not have access to enough computers/headphones for the applicant(s) taking the exam, you may ask the applicant(s) to bring their own laptop and headphones.
- **You will need to contact the student(s) scheduled to take the test with you** to make sure they know the location of the test site, scheduled exam time, and any other pertinent information. Exams are generally administered at 9 A.M. local time, however, please contact us to arrange a different time should there be a conflict.
- The Writing section of the exam will be **mailed** to you approximately one week prior to January 20, 2012. If you do not receive the Writing exam, please email our office.

Day of the Exam:

- Please note the exams **must be continually proctored**, even at universities where the honor system is used. Your presence in the room during all parts of the test is required.
- Each section is timed and the proctor must give only the allotted time for each section.
- **Students are NOT allowed to bring dictionaries, textbooks, notebooks, or pieces of paper.**

After the Exam:

Each proctor will be required to mail all exams and the student ID form back to the CASA office **IMMEDIATELY** after the exam. **Our shipping address is:**

Center for Arabic Study Abroad (CASA)
University of Texas at Austin, DMES
West Mall Building 1.110, F9400
Austin, TX 78712-0527

Phone: (512) 471-3513/ **Fax:** (512) 471-7834/ **Email:** casaprogram1967@gmail.com

We sincerely appreciate your time and commitment with this process. Please contact our office with any questions or concerns.