Proctor Guidelines for the CASA Selection Exams
Reading, Listening & Writing Exams

BEFORE agreeing to proctor, please review the following:

- The proctor must not be a teacher/professor, and if at all possible, not a speaker of Arabic.
- There may be several applicants taking the exam at a given institution, but **there can only be one proctor per institution**. Traditionally, the CASA Selection Exam has been proctored by a staff member from the Department or Center for Middle Eastern Studies or Arabic Language Department.
- **Proctors agree to monitor the applicant for the duration of the exam** (up to 5.5 hours). Please see the Exam page exam length and designated dates to confirm your availability. Proctors may determine the start times and sequence of the exam as well as breaks on the designated date. Make sure to overlap with the tech support team’s hours at Language Testing International (9-6pm EST) for the online sections. CASA will email you with further coordination details in mid-January.

Preparing for the CASA Selection Exam:

- **Confirm with the student(s) which of the designated exam dates will work for you to proctor the test at your institution.** Make sure all students are informed of the location of the test site, scheduled exam time, and any other pertinent information (i.e. is food/drink allowed in the room, scheduled breaks).
- **Reserve a quiet room** for the number of students taking the exam.
- The CASA Program Coordinator will reach out by mid-January with a reminder and info about the exam.
- The exam logins for each student and a PDF for the Writing section will be emailed a few days prior to the exam. Proctors will need to print each student’s exam prior to the test. Students may have different lengths allotted to them for the exam, so please help the students with timing and make sure they stop at the end of their allotted times.

Day of the Exam:

- 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.
- **Students are NOT allowed to bring dictionaries, textbooks, notebooks, or pieces of paper.**

After the Exam:

Each stateside proctor will be required to email a scan of the students’ written exams to a designated address **IMMEDIATELY** after the exam. The address will be shared with the student exam details closer to the exam.

**Please contact our office with any questions or concerns before or during the exam:**

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Harvard University, CMES
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**We sincerely appreciate your time and commitment with this process!**