



AMERICAN
UNIVERSITY
OF BEIRUT

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OFFICE OF THE REGISTRAR

May 5, 2025

Dear AUB Professors,

We are writing to remind you of best practices in administering Moodle exams so that risks of student misconduct are minimized.

No superfluous electronics in the exam room

Ensure that students have only the electronics allowed for the examination. Mobile phones, tablets, smart watches, etc. are best left at the front of the exam room if they are brought to the exam room at all.

The exam password is best entered by a proctor

Exam passwords, if shared outside the exam room, can allow a third party to access the exam. If you choose to share the password with your students, we strongly recommend you change it as soon as students are logged in.

Proctors should verify that students have submitted the exam by showing the submission screen prior to leaving.

Exams left unsubmitted can be continued outside the exam room from anywhere on campus as long as the time allocated to the exam has not expired.

Alternatively, students should remain in the classroom until the exam is over

The exam can be accessed anywhere on campus until the time allocated to the exam has expired.

Thank you again for your kind attention to these best practices.

Best regards,

Office of the Registrar

