

Policy of the Teaching & Learning Center regarding Test Proctoring

In an effort to assist the faculty, the Teaching & Learning Center can assist, when available, with proctoring exams for individual courses. This allows for a student to utilize the accommodation of an alternate location and/or extended time on exams/quizzes. If a professor chooses, they can make their own arrangements with a student. If that is the case, the Teaching & Learning Center does not need to be notified. However, if a student and a faculty member need assistance with proctoring, the following guidelines should be observed:

- a. The student should speak with the professor at least one week before the exam (as per dates on the syllabus) to indicate the exam/quiz upcoming is one they would like to utilize their accommodations of alternate location and/or extended time.
- b. Once the professor has been notified and agrees, the student should fill out the on line Test Proctoring Request form, in advance of the exam (at least 48 hours, not including a weekend).
- c. The Teaching & Learning Center (Director of Academic Support Programs) will make arrangements via email with the student and professor regarding a date and time when the exam is to be proctored.
- d. The faculty will be asked to submit the exam within 24 hours of the scheduled proctored time. Exams can be submitted electronically to the Director or dropped off at the office (2nd floor Poling Hall) in a hard copy. The professor will also be asked to explain any special instructions so we can best represent you at the time of proctoring and/or have an understanding of what materials, if any, can be used by the student (notes, book, calculators, etc).
- e. Once the exam has been proctored, the Teaching & Learning Center will return the exam to the professor in a timely manner (usually the next business day).