

## **Final Exam Proctoring Policy**

In an effort to assist the faculty, the Teaching & Learning Center (TLC) can assist, when available, with proctoring final exams for students with accommodations. Proctored final exams are hosted by the TLC during business hours (8 AM – 4:30 PM) and only during the week days (M-F). If a final exam is scheduled with the College on a weekend or after 4:30 PM, the TLC will work with the faculty and student to reschedule this exam within the weekday, business hour format. This may mean that the student takes the exam before or after the normal class time. If a professor does not prefer that to happen, they are welcome to test the student, acknowledging their accommodation needs, on the actual day/time of the exam.

The following guidelines for final exam proctoring will occur:

- a. Approximately two to three weeks before final exams, the Director of Academic Support Programs will notify, via email, all ADA students encouraging them to review their final exam schedule and determine what, if any, courses they need an exam proctored.
- b. The student will be encouraged to speak to the Professor about their exam accommodations.
- c. The student will be directed, by a deadline, to complete a test proctoring online form for each exam they wish to have the Teaching & Learning Center proctor, so exams can be appropriately scheduled.
- d. Faculty will be notified by the TLC that the student has decided to have their exam proctored and indicate the time the TLC is available to proctor the exam (the student is encouraged to speak with the faculty directly as well).
- e. The faculty will be asked to submit the exam no later than the day before the final exam is to be proctored. (Monday exams are needed on Friday). Exams can be submitted electronically to [tlc@monmouthcollege.edu](mailto:tlc@monmouthcollege.edu). 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 a understanding of what materials, if any, can be used by the student (notes, books, calculator, etc.).
- f. Once the exam has been proctored, the Teaching & Learning Center will return the exam to the professor in a timely manner, or the Professor at his or her discretion can pick the exam up any time at the TLC on Monday through Friday 8:00 AM – Noon; 1:00 PM – 4:30 PM.