Policy of the SSAS Center regarding Test Proctoring

In an effort to assist the faculty, the Student Success & Accessibility Services 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 to test a student. If that is the case, the SSAS 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 have the Student Success & Accessibility Services proctor. Once the professor has been notified and agrees to the day and time for the test, the student should contact the SSAS in advance of the exam (at least 2 days before, not including a weekend). However, if the student has not spoken with the professor a week in advance that he or she wants an exam proctored through the SSAS, the request will be denied. The Student Success & Accessibility Services will inform the professor and student, that the exam is one that will not be proctored in the SSAS. The professor will need to arrange a location for the student to complete the exam. Please remember that all student accommodations must be granted.

b. The student should fill out the online test proctoring request form located at: http://www.monmouthcollege.edu/life/disability-services/forms/test-proctoring.aspx

c. The Student Success & Accessibility Services 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 (not including a weekend). Exams can be submitted electronically to the SSAS (ssas@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 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 Student Success & Accessibility Services 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 SSAS Monday through Friday 8:00 a.m. - Noon; 1:00 pm - 4:30 p.m.