

## Exam Proctoring Policies for Students

Exam proctoring is available by appointment only. Students with accommodations have priority to exam proctoring availability, as seats are limited.

**The Academic Success Center ONLY offers exam proctoring services for the following cases:**

- Students who have testing or specific accommodations.
- Excused absences (not including late arrivals and students who did not contact the instructor prior to missing an exam).
- Students who have three final exams scheduled on the same day.

### **Policies**

- Scheduling requests must be made at least 24 hours in advance.
- It is the student's responsibility to book an appointment.
- It is the student's responsibility to inform their instructor of the exam proctoring appointment date and time.
- The ASC reserves the right to deny proctoring service. Reasons for denial can include but are not limited to past incidents of cheating (before the suspension end date), late arrival and/or missed appointments, scheduling conflicts (personnel or facility), failure of the student or institution to agree to these policies, etc.
- Students who arrive fifteen or more minutes late for a scheduled exam will not be admitted to the proctoring session and will be considered a "no show". Unless students call ahead to inform the front desk about their delay.
- After two no-shows' students will be suspended from the exam proctoring service for two weeks.
- Exam material not completed by the student within 14 days of receipt by the proctor will not be retained unless the student has made prior arrangements with the proctor.
- Exams will end at the time scheduled unless the student was registered testing accommodations.
- Phones and smart devices must be powered off or in airplane mode and left outside of the testing area.
- No food/drink in the testing area, water only.
- No coats, hoods, or backpacks are allowed in the testing area.
- Staff will inspect any permitted materials before entering the testing area. This may include dictionaries, calculator covers, notes, scrap paper, pencil cases, etc.
- Possessing any unapproved electronic device is a presumption of cheating, and the instructor will be notified.
- Surveillance equipment is in operation during testing hours. If staff suspect any breach in test integrity or other suspicious behavior the proctor will report ALL incidents to faculty and surveillance footage may be reviewed. Staff will also conduct walk-throughs.

## **Violation of policies:**

- If it is determined that a student has violated the [Student's Exam Proctoring Rules Agreement](#), including, but not limited to, the unauthorized use of electronics, cheating, or any form of academic misconduct during an exam, the student will have exam proctoring service privileges suspended for two weeks.
  - During the suspension period, the student will not be allowed to use the Exam Proctoring Service for any make-up exams or related services.
- The student is responsible for making alternate arrangements with their professors or academic department to complete any necessary make-up exams or assessments during the suspension period.
- The suspension will be communicated to the student via official email or written notification, explaining the violation and its duration.