



# PROCEDURE

Title: Exam Proctoring Procedures

Effective Date: 11/20/2023

Applies to: All Students Enrolled at the Harris Family Center for Disability and Health Policy (HFCDHP) with Exam Accommodations

**Statement:** Providing alternative testing is a HFCDHP and the program. HFCDHP provides proctoring of exams for students with documented disabilities. The proctoring service is designed to ensure that appropriate accommodations are provided and to assist the faculty in administering required examinations and quizzes. Faculty are required to utilize HFCDHP's services as long as the necessary accommodations are provided.

**Purpose:** The purpose of this procedure is to clarify the roles of students, proctors in arranging for and proctoring exams.

**Related Information:** Provision of Academic Accommodation(s) Policy

**Procedure Steps:** On Campus In person

	Action	Responsible for Implementing
1.	HFCDHP will obtain student(s) quiz/exam schedule from their college.	HF
2.	Students are responsible for notifying	



15.	Students are not permitted to navigate outside of exam software unless approved by their college and HF	Student
16.	Students must inform the proctor when a restroom break is needed. The proctor will note the start and end time of the restroom break on the Exam Proctoring Form. Only one student may be in the restroom at a time.	Student <sup>HF</sup>
17.	Students are not allowed to leave the building in the testing is taking place until they have completed their quiz/exam and have been cleared by the proctor to depart. In the event of an emergency, the proctor will guide students out of the building to the designated WesternU safety location.	Student
18.	If a student has a question related to the quiz/ex	Student <sup>HF</sup>
19.	Upon completion of the quiz/exam, students are	Student

- x Placing furniture in its original location (i.e., lower table, push in chair, etc.)
- x Exiting the room quietly and checking out with the proctor.
- x Showing the Green Screen to the proctor who will verify quiz/exam is complete and collect all testing materials provided by the college.

3.	Students should be prepared before the start of quiz/exam. Testing device and proctoring device should be fully charged, near an outlet, with the charging cable or external charger.	Student
4.	Students should secure a quiet testing location v good internet access. Students should be the only person in the selected testing space.	



Policy reviewed by: (check all that apply)

Academic Senate

General Counsel