**Office of Services for Students with Disabilities (OSSD)**

**Proctoring Center**: **Faculty Instructions for Test Scheduling**

**Contact Information**

**Proctoring Center: 610-436-2292**

**Email:** **OSSD@wcupa.edu**

**Web:** [**http://www.wcupa.edu/ussss/ossd/proctoringCenter.aspx**](http://www.wcupa.edu/ussss/ossd/proctoringCenter.aspx)

**Quick Tips**

All exam scheduling at the Proctoring Center is online.

Please submit one request per student for each exam.

 **Purpose of Proctoring Center**

It is preferable that faculty provide testing accommodations. However, this is not always possible due to scheduling conflicts and other issues. The purpose of the OSSD Proctoring Center is to support faculty with providing testing accommodations for students with disabilities.

**Scheduling Protocol**

1. A **student** will initiate the scheduling process by submitting a request online at <http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx> *at least one week in advance*. The student must specifically request any assistive services and/or technology needed to complete the exam. The student's request will be forwarded to his/her professor.

2. **Faculty** will login in using their WCU email and complete the online form at <http://wcupa.edu/USSSS/OSSD/ProctoringForm/FacultyLogin.aspx>

* **Part 1:** Instructor and Student Information

Only students that have submitted an online student request form can be located in this section. If you cannot locate the student name, please advise the student to submit an online request.

* **Part 2:** Exam Information

Select Course and Section, Proctoring Requirements, Allowable Materials and Exam Deliver and Return options. Add additional instructions if needed.

* **Part 3:** Exam Scheduling

First, review Proctoring Center hours of operation on the right of the calendar before scheduling. Faculty cannot schedule an exam when the Proctoring Center is not open. Then select the exam date and start and end time of the exam. The end time should include all time allowed including time and a half or double time. Then hit Submit Request at the bottom of the page.

Faculty, Student, and Proctoring Center will then receive a confirmation email containing the exam details. Please review this email and let Proctoring Center staff know if something is incorrect.