Office of Services for Students with Disabilities (OSSD)

**Student Instructions/Agreement** for Proctoring Center Test Scheduling

**Purpose of Proctoring Center**

The purpose of the OSSD Proctoring Center is to provide testing accommodations for students who are registered with the OSSD at WCU and have an accommodation that allows the student to utilize the OSSD Proctoring Center.

**Quick Tips**

* All exams to be proctored by the OSSD must be scheduled at least one week before the requested date using the online request form.
* A separate online request form is required to be submitted for each student and for each exam.
* If you are late arriving to the Proctoring Center, **you will not be permitted to make up the missed time** and, depending on your arrival time, you may not be permitted to take your exam.

**Student Scheduling Protocol**

1. Initiate the scheduling process ***at least one week in advance of the scheduled exam*** by submitting an [online request form](https://www.wcupa.edu/viceProvost/ussss/ossd/ProctoringForm/StudentRequestLogin.aspx); the following information will be requested on the form:

* + Section 1: Course Information
* Select correct course and section numbers.
* Enter your professor’s WCU email.
	+ Section 2: Accommodations
		- Select **ONLY** the testing accommodations that have been provided in your LoA; other accommodations will not be granted.
		- If you require a reader and/or scribe and/or any assistive services and/or technology to complete the exam, you must provide this information on your online request form.
	+ Section 3: Exam Date and Time
		- Please review the Proctoring Center hours of operation (posted on the OSSD website) before submitting your request. Exam start/end times must fall within the open hours of the Proctoring Center.
		- Please select at least two date/time combinations when submitting a request.
		- Exam **START** times are restricted to 8:00, 10:00, 12:00 and 2:00.
		- There will be a maximum number of students permitted to register to **START** an exam during each two-hour time block.

**\* \* \* STUDENT REQUESTS WILL BE FORWARD TO PROFESSOR VIA EMAIL \* \* \***

2. Your professor will receive your request; once their portion of the request has been submitted, you will receive a confirmation email that will contain the scheduling information. **If you do not receive a confirmation email that your exam has been scheduled, please follow up with your professor before contacting the OSSD Proctoring Center staff.**

**On the Day of the Scheduled Exam**

* Arrive at the Proctoring Center a few minutes early. If you are late, **you will not be permitted to make up the time that you have missed** and, depending on your time of arrival, you may not be permitted to take your test at all.
* Turn off your cell phone before entering; leave phone, smart watches, coats, backpacks, etc. in the designated area of the OSSD. You will not be permitted to retrieve any items after receiving your exam.
* Be prepared to show your WCU ID card to the OSSD staff when you sign in.
* Students may not request to take exams in areas outside of the Proctoring Center unless your accommodation letter specifically allows for this accommodation.
* You may wish to use the restroom prior to beginning your exam so as not to disturb other students. Exam time will not be extended if you need to leave the Proctoring Center during your exam.

**During the Exam**

* Any student who is found to have a cellphone, notes, or other unauthorized items in the Proctoring Center will have their test confiscated immediately and will be asked to leave. The OSSD staff will notify the instructor of what has occurred.
* Due to the distraction-reduced environment, students are asked to be quiet and courteous at all times. Students who are disruptive will be removed from the test room and the instructor will be informed.
* The OSSD Proctoring Center staff will not provide “time warnings”. You may use a basic watch or the clock on the wall to keep track of your allotted time.
* You must utilize your allotted time to write your name on exam papers and fill in your Scantron (if applicable). When your time is up, you will be allowed to finish the sentence you are currently writing, but no more than that.
* If you need to leave the Proctoring Center for any reason during your exam, please quietly notify the proctor. You will be escorted to the restroom or water fountain by a staff member who will record the time that you were away from the Proctoring Center. You will not be permitted to make up time that you use for this purpose unless you have an accommodation that addresses breaks during exams. Students who leave the Proctoring Center without an escort will not be permitted to finish their exam.

**Following the Exam**

* + When you complete your exam you may sign out, quietly gather your belongings, and leave the Proctoring Center.
	+ If you are returning your exam to your professor, please wait quietly while the proctor prepares your exam for return.

**Missed Exams**

If you miss an exam entirely, the proctor will email your instructor to alert them to the situation. It is at the discretion of your instructor to provide a make-up exam.

**Change of Date and/or Cancelled Exams**

If an exam has previously been scheduled with the OSSD and the date has been changed/cancelled by the instructor OR if you are going to miss the exam for any other reason, please notify the OSSD as soon as possible. You will be required to complete a new request for a change of date/time.

**OSSD Test Proctoring Agreement**

By signing this document, I acknowledge that I have read and agree to adhere to the above:

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WCU ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSSD Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Office of Services for Student with Disabilities (OSSD)

223 Lawrence Center

705 South New Street

West Chester, PA 19383

Phone: 610-436-2292

Email: ossd@wcupa.edu

Website: <https://www.wcupa.edu/viceProvost/ussss/ossd/proctoringCenter.aspx>

Request Form: <https://www.wcupa.edu/viceProvost/ussss/ossd/ProctoringForm/StudentRequestLogin.aspx>