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

**Proctoring Center**: **Student 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**

A student request is required for EVERY EXAM!

For instance, if you have 3 exams for a Biology class, you will need to complete 3 separate Proctoring Center request forms.

Student requests must be submitted one week before the scheduled 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 complete the online form at (or visit OSSD webpage, Proctoring Center tab, Student Login)

<http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx>

Student’s will login using their WCU email and complete all 3 sections of the online form.

* **Section 1:** Course Information

Please select the correct course and section number. Then correctly enter your professor’s **WCU email**.

* **Section 2:** Exam Date and Time

Please review the Proctoring Center hours of operation (located to the right in this section) before scheduling. Your professor CAN NOT schedule an exam for you when the Proctoring Center is not open. Please pick at least 2 different dates when scheduling.

* **Section 3:** Accommodations

Please select your TESTING accommodations and click submit. Please let your professor and Proctoring Center staff know one week in advance of the exam if you need any assistive services and/or technology to complete the exam.

**\*The student's completed request will be forwarded to his/her professor via email.\***

2. The **professor** will then schedule your exam at the Proctoring Center.

3. Once your professor schedules your exam, you will receive a confirmation email that will contain the exam information. **\*If you do not receive a confirmation email that your exam has been scheduled, please follow up with your professor before contacting OSSD Proctoring Center staff.\***

.