



## **UMBC-Shady Grove Make-Up Test Proctoring Service Guidelines**

*This make-up testing program is designed to provide instructors testing services for students who are absent on test days. The policies and procedures below outline the responsibilities of the proctoring staff, instructor, and student.*

### **PROCTORING SCHEDULE FOR SPRING 2015 (February 10, 2015-May 12, 2015)**

**Tuesdays 9AM-12PM & Thursdays 3PM-6PM**

#### **Instructor Responsibilities and Information:**

- Proctoring services are to be used for individual make-up exams only during the semester. We cannot accommodate testing for entire classes. If needed, final exam proctoring services must be submitted via email to [shadygrove@umbc.edu](mailto:shadygrove@umbc.edu) for consideration.
- Students with accommodations should continue to use USG's Center for Academic Success.
- Testing proctoring services should only be granted for legitimate reasons, which include:
  - Illness on or immediately before the exam date (also includes illness of family member)
  - Bereavement (i.e. death of someone close to the student)
  - Sufficient crowded exam schedule (i.e. 3+ exams in a 24 hour period)
- Request for services can only be submitted by the instructor of the course through the "Request for Test Proctoring" Online Form located on the Faculty Resource Website.
- The request should be submitted at least three business days prior to the requested service (i.e. by Monday for Thursday exams, by the Thursday before for Tuesday exams).
- The request should include any testing instructions and allowances. These test instructions should also be reviewed with the student before his/her arrival for testing.
- Testing materials should be submitted to proctoring staff by email to [shadygrove@umbc.edu](mailto:shadygrove@umbc.edu) or drop off to Office III-4159.

#### **Student Responsibilities and Information:**

- Students should be on time for the exam. Students will only be allotted the amount of time given by the professor to complete the exam. All exams must be completed during that allotted time or within the test proctoring scheduled time, whichever is shorter.
- Students must bring a photo ID to the testing appointment.
- Students are only permitted to bring approved items and materials into the exam room for exam assistance. Food, drink, cell phones, tablets, etc. are not permitted to be out in the testing area. Locked storage in the testing area will be provided for personal items.
- Children or other adults may not accompany the student into the testing area. Proctoring staff cannot be responsible for children or adults who require care or supervision.

#### **Proctor Responsibilities and Information:**

- Proctoring staff will maintain the security of exam materials before and after the exam. Any students suspected of cheating or violating procedures will be reported to their instructor.
- Proctoring staff will check ID of each student and administer the exam according to the guidelines noted on the online request submission.
- After the exam is complete, the proctor will complete a 'sign-off' form to provide details about the testing proctoring service. The completed exam will then be placed in the faculty members' mailbox for pick up and delivered electronically if requested.
- Students taking the same exam will not be sat in close proximity. External noises and distractions will be kept to a minimum.