

## Student Success Center – Test Proctor Procedure

The Student Success Center offers test proctoring. Keystone College instructors can utilize test proctoring for any reason they deem appropriate (an approved accommodation, a student has missed an exam for an excused absence, etc.) and which type of exam administration is preferred.

Proctoring is offered Monday-Friday, 8 AM - 3:30 PM. It is suggested that students with approved accommodations take an exam at the same time as the rest of the class, utilizing the Student Success Center testing proctoring resource.

### Instructor Responsibilities

1. The instructor emails [success@keystone.edu](mailto:success@keystone.edu), with at least 24-hour notice, the following information:
  - A. Student Name (Student ID# is also helpful)
  - B. Course name and section
  - C. The reason the student is taking the exam at the Student Success Center (approved accommodation, make-up examination, etc.)
  - D. Requested date/time for the exam to be administered
  - E. Materials the student can bring into the room (study guide, calculator, etc.) - if this question is unanswered, the student cannot bring anything into the testing room.
  - F. Amount of time allowed - if the student has an approved accommodation, please list the total time with the accommodation.
  - G. Indicate if the exam needs to be **administered** or **proctored**.
    - a. An administered exam will require the student to leave their belongings outside the testing room. The student will be in the room without a proctor but will be monitored and observed periodically through a window.
    - b. Proctored exams are similar to administered exams, but a proctor will sit in the room the entire time while the student is taking the exam. If the student has an accommodation that requires the exam to be read, they will automatically be assigned a proctor.
  - H. Please attach the exam to the email (or it can be brought to the Student Success Center) and indicate how you would like it returned.
2. You and the student will receive a confirmation email with the confirmed date, time, and location for the exam.

### Student Responsibilities

1. Be proactive and communicate with your instructors about approved accommodations regarding exams or other times you may miss an exam.
2. Bring your KC student ID card to any scheduled exam in the Student Success Center.

\*\*This information is listed on the Disability Services portion of the website under Faculty Resources.