



Library Academic Success Center – Proctoring Procedures

Overview

The Library (ASC) Academic Success Center provides proctoring services for students enrolled in distance or online courses. The following procedures are designed to ensure a secure, fair, and consistent testing environment for all participants.

Eligibility of Proctors

To maintain academic integrity, Library ASC staff may **not** proctor exams for:

- Relatives, partners, or spouses
 - Close friends or peers
 - Immediate coworkers or supervisors
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Scheduling Exams

- Students are responsible for contacting the Library ASC to schedule their exam.
 - Appointments should be scheduled **at least two weeks in advance** of the exam deadline.
 - Availability is based on staffing and space. If accommodations cannot be made, students may be referred to another approved testing center.
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Exam Materials and Preparation

- Instructors or institutions must submit exam materials and instructions **at least 24 hours in advance** of the scheduled appointment.
 - Exams will be stored securely until the testing time.
 - If instructions are not provided, the following will be assumed:
 - No outside materials are permitted
 - The exam is untimed
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Technology and Equipment

- Testing computers are provided on a limited basis and support standard testing platforms.
 - Any special software or technical requirements must be communicated in advance.
 - Personal laptops are **not permitted** unless explicitly authorized by the instructor.
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Fees and Payment

- A proctoring fee of **\$25 per exam** applies unless waived.
 - Fees are waived for:
 - Current WPCC students or employees
 - WPCC alumni
 - Active or retired military personnel (ID required)
 - Payment must be made at the Business Office prior to the exam.
 - Students must bring their receipt on the day of testing as proof of payment.
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Student Check-In Requirements

Students must:

- Present a valid photo ID (driver's license, student ID, passport, etc.)
- Sign the Library ASC testing log

- Review and acknowledge testing procedures each semester
- Complete any required academic integrity statements

Students without proper identification will **not** be permitted to test.

Testing Room Guidelines

To ensure a secure environment:

- Personal belongings (phones, bags, etc.) must be stored in designated areas
- Only approved materials may be used during the exam
- Electronic devices are not allowed (unless specified)
- Students must remain in the testing room for the duration of the exam
- Testing sessions are monitored by Library ASC staff

During the Exam

Library ASC staff will:

- Follow instructor-provided instructions
- Track time limits and ensure compliance
- Address issues by contacting the instructor when needed
- Document and report any irregularities or suspected academic integrity violations

If a concern arises, the student will be allowed to complete the exam, and the issue will be reported afterward.

Exam Submission

Completed exams will be returned to the instructor or institution using the requested method:

- Secure email (scanned)
- Fax
- Mail (if student provides postage and envelope)

All copies will be securely destroyed after confirmation of receipt.

Late Arrivals and Missed Appointments

- Students must notify the Library ASC if they will be late.
- Arrivals more than **15 minutes late** may require rescheduling.
- Missed appointments may not be automatically rescheduled.

Closures and Emergencies

- If the college closes due to weather or emergencies, students are responsible for rescheduling.
- Library ASC will notify instructors of any disruptions impacting testing.

Accessibility and Accommodations

Library ASC will work with Disability Services to provide approved accommodations whenever possible. Documentation must be on file prior to testing.

Continuous Improvement Note

Procedures are reviewed periodically to ensure alignment with current technology, security practices, and institutional policies.

Student's name (print legibly)

Student's name (signature)

Date