



PROCTOR INFORMATION & STUDENT EXPECTATIONS FOR PROCTORING

A proctor ensures security and integrity of the exam process. The Learning Commons will proctor for WSC students in online courses only. Currently, the Learning Commons is unable to proctor for non-WSC students.

The Learning Commons does not charge a fee for proctoring tests. The Learning Commons provides three private areas for testing with hardline Internet connections; Wi-Fi is also available. The Learning Commons also provides laptops for testing.

- If a Proctor Designation Form is required by your instructor, please provide the form to the Learning Commons as soon as possible.
- Proctored test appointments must be made in advance with the Learning Commons. We cannot take walk-ins due to other arrangements with our testing rooms.
- Be aware that we proctor tests for many courses so the earlier you contact the Learning Commons the better chance we can accommodate your preferred date/time.
- It is your responsibility to know your instructor's open exam dates for the test being scheduled.
- Bring only those items allowed by your instructor (e.g. calculator, book, notes, etc.). All other items will be required to be left at the Learning Commons desk, including backpack and cell phone.
- Students are not allowed to open any browser or computer files during an online exam, unless otherwise specified by an instructor.
- Be on time for the scheduled proctor test. If you are more than 15 minutes late, you may be required to re-schedule. If you cannot make it to the scheduled test, please contact the Learning Commons so the time can be made available to someone else.
- A Student ID or other photo ID is required.
- The proctor will enter exam password.
- Exams will be administered by proctor following instructor's requirements for time limit, inclusion/exclusion of books, calculators, notes, etc.
- Proctor will monitor student during exam.
- Exam must be taken in one sitting; no breaks are allowed.
- All items will be collected at conclusion of testing period (e.g. scratch paper, pencil, etc.)
- Any issues during testing should be reported to the proctor immediately.
- If a student is expected of cheating, their instructor will be notified immediately.
- If any suspected cheating or Code of Conduct violations occur, the student may be required to designate a different proctor for future testing.