

Learning Resource Center (LRC)

### **Exam Proctoring Services (updated Spring 2024)**

The LRC offers faculty the opportunity to have individual students make up an exam due to excused absence. Students needing testing accommodations rather than makeups should contact the Disability Resource Programs.

This service is offered by appointment request and subject to availability. Please review the following exam proctoring protocols:

1. Exam proctoring is offered during the following hours only:
  - a. 9:00 am to 12:00 pm Monday through Thursday, during regular semester dates only
2. Faculty must complete an online proctoring request at least 48 hours prior to the requested make-up time, available under the “Exam Proctoring” section of the [LRC Resources for Faculty website](#). Please fill out a separate request form for each student who will be scheduled for a proctored exam. The form will ask faculty members to complete the following information:
  - a. Student name and email address
  - b. Date, day, and time requested for the proctored exam
  - c. Allowable resources
  - d. Maximum length of time allowed for the exam
  - e. Delivery/pick-up preferences for completed exams
  - f. Faculty may either attach the exam to the online form or email/deliver a copy to the LRC Administrative Support Coordinator office in Broome Library 24 hours prior to the exam.
  - g. Faculty members are asked to e-mail [lrc@csuci.edu](mailto:lrc@csuci.edu) with any extra materials needed for the student at the time the proctoring request is made.
3. Upon submission of the form, the LRC will email the scheduled student with an appointment confirmation. The requesting faculty member will be cc'd in this email as confirmation of appointment.
4. If an unforeseen circumstance arises that requires rescheduling, the LRC Administrative Support Coordinator will contact the faculty member and notify the student no later than 24 hours prior to the exam.
5. Exams are treated as in-class exams. If students arrive late, the allotted time for the exam may be reduced, per space and staff availability.
6. When the student arrives for the exam, the LRC Proctoring Staff will ensure that only the requested resources are available to the student, provide the test to the student to begin, and start the clock.

7. Test-takers may be located either in an adjacent study room (visible through a glass wall) or in the LRC Annex at a solo table. Any tutoring conducted during the proctoring window will be located in a separate space to reduce noise distraction.
8. When the student has finished, or time has run out, the LRC Proctoring Staff will collect the student's exam and materials, seal them in an envelope, and proceed with the delivery instructions requested by the faculty member.

For questions, please contact [lrc@csuci.edu](mailto:lrc@csuci.edu)