

Juniata College
Office of Academic Support

TEST PROCTORING POLICY AND PROCEDURE

(NOTE: We do not proctor exams for students without testing accommodations)

Students with documented disabilities, that are registered with the Office of Academic Support and who receive letters of accommodation, are entitled to utilize their testing accommodations throughout the semester according to the policies and procedures outlined below. Once the Interim Director of Academic Support has determined eligibility, students are responsible for making arrangements to utilize testing accommodations. It is primarily the Office of Academic Support's responsibility to provide classroom and testing accommodations (i.e. arrange a day/time/location/proctor) for students with disabilities enrolled in courses.

The following is the procedure for utilizing accommodated testing services through the Office Academic Support. Please contact Ashley Koehler, Academic Coordinator by calling 814-641-3159 or email koehlea@juniata.edu with any questions.

Scheduling Exams:

Students are required to notify the Office of Academic Support of an upcoming exam at least ONE WEEK prior to an exam taking place and TWO WEEKS prior to a mid-term or final exam. Students are to submit an electronic [Test Proctoring Request](#), which is located on our website. Test Proctoring Requests can be submitted at any time of the day. (i.e. students welcome to submit requests after business hours)

Failure to Provide Notice

If a student fails to provide ONE WEEK'S notice of a regular exam and TWO WEEKS' notice of mid-terms or final exams, the Office of Academic Support cannot guarantee that the student's request for accommodated testing will be met. In this event, we may be required to schedule alternate arrangements, however the student will be notified if this is the case.

Missed Exam

Students with accommodations are responsible for notifying the Office of Academic Support and the faculty member if an exam is to be missed for any reason and arrangements to take the exam must be discussed with the faculty member. Faculty are asked to email Ashley Koehler - Academic Coordinator to confirm permission for a student to re-schedule a missed exam. Students with previously scheduled exams take priority over students who are making up missed exams.

Delivering and Returning Accommodated Exams:

Upon receipt of the electronic Test Proctoring Checklist, faculty should have the exam delivered to the Academic Support Center at least 24 hours prior to the scheduled exam. Faculty are encouraged to send exams as early as possible to ensure the exam arrives prior to the testing appointment. The following chart outlines when exams must be received by the Office of Academic Support in order to provide accommodated testing:

Exams Scheduled On...

Monday...
Tuesday...
Wednesday...
Thursday...
Friday...

Exams MUST Be Delivered On...

The previous Friday
Monday of the same week
Tuesday of the same week
Wednesday of the same week
Thursday of the same week

On the electronic Test Proctoring Checklist, faculty members are required to indicate how the exam will be delivered to Academic Support and how the completed test proctoring exam is to be returned to the faculty member.

The following are options for delivering the exam to the Office of Academic Support:

1. **Email:** Instructors may email exams to Academic Support by sending a copy of the exam (and any related material) to BOTH the following individuals:
 - Ashley Koehler – Academic Coordinator
 - Steve Ankney – Interim Director of Academic Support
2. **Instructor Drop-Off:** Exams (and any related material) may be hand-delivered to Academic Support during office hours at least 24 hours prior to a scheduled exam (Monday through Friday 8:00 am to 5:00 pm)
3. **Interoffice/Campus Mail:** The exam (and any related material) can be sent via the interoffice/campus mail system to Academic Support at least 24 hours prior to a scheduled exam

The following options for the returning completed exams to faculty include:

- **Delivery:** The exam (and any related material) may be delivered to the faculty member's office and/or mailbox. Instructor should dictate a preference.
- **Instructor Pick-Up:** Instructors may retrieve exams from Academic Support during office hours (Monday through Friday 8:00 am to 5:00 pm)
- **Scan/Email:** Academic Support can email completed exams to faculty by attaching a scanned copy of the completed exam or the type-written document to an email. The hard copy of the exam will be delivered to faculty member's office or mailbox.

On the Day of the Exam:

Students report to the Office of Academic Support at the time of their scheduled testing appointment unless other arrangements have been made. Students will be given only as much time as their extended testing accommodation allows unless prior written consent is received from faculty. The Office of Academic Support staff will ensure all college policies and procedures for academic integrity are followed and students will be required to sign an honor pledge indicating such.

Responsibilities of Students Utilizing Testing Accommodations:

Students are responsible for the following in regard to accommodated testing:

- Meeting with faculty to discuss how exam accommodations are going to be arranged and when you plan to take an exam in Academic Support.
- Submitting an electronic [Test Proctoring Request](#) at least ONE WEEK prior to the scheduled exam (for regular exams) and TWO WEEKS prior to the scheduled exam (for mid-term and final exams). This form MUST be filled out in its entirety for each exam.
- Notifying Academic Support of any changes to a “Test Proctoring Request” via email and/or in person (this includes missed testing appointments).
- Notifying their faculty member of any missed testing appointments.
- Arranging make-up exams with faculty member and/or the Academic Coordinator within a reasonable timeframe of missing an exam.
- Following all Juniata College policies regarding academic honesty and integrity.
- Arriving on time with all necessary materials to take the exam. Students are not permitted extended time or the opportunity to leave Academic Support to get forgotten materials, food, etc.
- Required to be quiet and courteous for the benefit of others using testing services.

Responsibilities of Faculty:

Faculty members are responsible for the following in regard to accommodated testing:

- Academic Support will send an email including a link to the electronic Test Proctoring Checklist. Faculty members are responsible for completing and approving each individual request. The following information is required:
 - Amount of time the class is allowed to complete the exam
 - Materials to be used or prohibited during the exam
 - Contact information for use during the exam period for questions or emergencies
 - Special Instructions
 - Approval or denial of test proctoring request
 - Notify Academic Support of any date changes or cancellations in a timely manner
- Ensuring Academic Support knows how and when the exam will be delivered and returned to the faculty member.
- Delivering exams to Academic Support at least 24 hours prior to the exam date. Tests must be in the possession of the Academic Coordinator by 4:00 pm the day before the test, or the student may be notified that s/he must reschedule.

Responsibilities of the Academic Support Center:

The Office of Academic Support is responsible for the following in regard to accommodated testing:

- Providing testing accommodations to eligible students with documented disabilities
- Facilitate test proctoring services for students that submitted requests (i.e. scheduling of quiz/exam, reserving testing space, corresponding with student and faculty, retrieval of quiz/exam, proctoring quiz/exam, delivery of quiz/exam)

- Ensuring compliance with all Juniata College policies in regard to test proctoring services and academic integrity.
- Secure delivery of completed exams in a timely fashion