The Test Proctoring Center is a supplemental service provided to assist professors in testing and providing testing accommodations for students. Although we provide access to accommodations, the professor is ultimately responsible for arranging appropriate access for students who present Academic Access Letters (AALs). When rooms are available, we also provide distance education testing as well as make-up and rescheduled exams due to extenuating circumstances such as athletics, conferences, and inclement weather.

Exam Request Process

Student Submits Request
- Student must submit request at least 7 days prior to the testing day.
- Student may request all exams at the beginning of the semester.
- If the student request is less than 7 days prior, the student should select the first available date and then request that the professor correct the date in the instructor verification step.

Instructor Verifies Request
- The instructor must verify the test at least 3 business days prior to the testing day.
- Instructor can make alterations to the time and date before submitting the form.
- If further modifications need to be made, instructor should contact the TPC via email.

TPC Confirms and Schedules
- Student and instructor are notified via email when the exam is scheduled and confirmed.
- Both instructor and student can see status of exam requests in the control panel.
- Students can cancel exams in the event of withdrawal, exemption, or other change.

Exam Submission and Return Process

Submit Exam
- The exam can be emailed, faxed, or hand-delivered to the Student Disability Services office (Suite 239 in the ASC).
- The exam must be submitted by noon on the business day prior to the exam. If it is not received at this time, the professor will receive a reminder email.

Student Takes Exam
- The TPC includes 6 private rooms. When full, overflow rooms can often be reserved.
- Students have a 15 minute time window to arrive for exams (8:00am exam can start from 7:45-8:15am, unless otherwise specified).
- If test window is missed, instructor must verify a new exam time.

Exam Returned
- Exam will be returned by method selected on the online form.
- Exam will be returned to the professor by the end of the next business day.
- This process may be delayed by inclement weather such as heavy rain, lightning, and snow.