

Student Disability Services
G20 Redfern
656-6848 (office)
656-6849 (fax)
SDS-L@clemsun.edu (email)

TEST PROCTORING CENTER

Guidelines and Procedures

The Test Proctoring Center is provided as a service to Clemson University faculty. The goal of the Center is to assist faculty in their efforts to provide testing accommodations for students with disabilities. The Center proctors tests for students registered with Student Disability Services and for students with special circumstances such as excused absences. The Center cannot proctor tests for entire classes or final exams. Regular semester tests may only be taken during posted hours of operation for the testing center.

NOTE: During final exam week we can only proctor exams for students registered with Student Disability Services.

TESTING LOCATION: Room 226A, Vickery Hall (Test proctoring at G20 Redfern during Maymester/Summer, Mon-Fri. 8- 4)

TESTING CENTER HOURS (Fall & Spring Semesters): **Monday – Friday from 8:00AM – 5:30 PM**
(exams must be finished by 5:30)

STUDENT RESPONSIBILITIES

- Fill out student information section on the proctor form and sign. Present this form to faculty a *week before the exam* and discuss specific test proctoring needs and plans.
- If using the Testing Center for accommodation of a documented disability, student must present the faculty member with a current Faculty Accommodation Letter signed by a Student Disability Services staff member.
- Must show student I.D. at the testing site prior to taking exam.
- Must abide by Clemson Student Government Academic Integrity Statement.
- Only approved instruments/materials allowed in testing area. *No coats, backpack, purses, cellular phones or other electronic devices* are allowed in the testing rooms. SDS is not responsible for personal items left with the proctor.
- Must be on time for test. *(Exam will not be administered if arrival time is 15 minutes after the instructor's stated start time. If student is late and within the 15-minute window, the late time will be deducted from the total time allowed for the test.)*

FACULTY RESPONSIBILITIES

- Discuss with the student specific test proctoring/accommodation needs and plans.
- Complete Test Proctoring Form, in triplicate (one for faculty, one for the student, one for SDS), including specific accommodation needs and test routing procedures.

1. **At least 3 business days prior to the date of the test** hand deliver/fax/email the proctoring form to Student Disability Services.
2. Give the student a copy of Proctoring Form for date, time, accommodation, and location information.
3. Hand deliver/fax/email the test with a copy of the proctoring form to Student Disability Services *no later than 12:00 p.m. the day before the test*. If you choose for the student to bring the test (in a sealed envelope) to the Testing Center, please put a copy of the proctoring form with the test.

Note: Copies of proctor forms will remain on file for one semester in the office of Student Disability Services.

(see reverse side for Test Proctoring Form)