

Student Guidelines for Course Exam Services

Welcome to Course Exam Services (CES). To maintain a smooth and fair exam process, please adhere to the following guidelines:

Please note that same-day appointments for CES (Course Exam Services) are not available. If an exam is due today and the CES request is submitted today by your professor, we cannot honor the request. In such cases, your instructor must utilize alternative resources, as we are unable to accommodate same-day requests.

All proctoring is available in person and by appointment only (Same-day appointments or drop-ins are not accepted)

Scheduling and Identification

Exams are proctored by appointment only. Students must schedule an appointment during the posted testing center hours of operation.

- **Instructor must submit testing request, once you receive confirmation email from testing center you can schedule an appointment.**
- Appointments should be made according to the parameters set by the course instructor.
- Ensure you arrive with enough time to complete your test.
- **Students arriving 20 minutes past their scheduled appointment time will be required to reschedule**

Students must present a valid picture ID. CES cannot administer an exam to anyone without proper identification.

- Acceptable forms of ID include a driver's license, student ID, or passport.

Exam Timing and Materials

Materials:

Please bring **ALL** allowed items by the professor with you to the exam appointment

- For example, if the professor states a calculator is allowed, it will be YOUR responsibility as the student taking the exam to bring the allowed calculator. **The testing center DOES NOT provide such items.**
- Deadline Adjustments Due to Holidays and Weekends**

To support timely submission and ensure alignment with business hours, please note that when a professors deadline falls on a weekend or holiday, the effective due date may be adjusted to the last business day prior. This helps ensure that all necessary support services and systems are available to assist you.

For example:

- If a deadline is listed as Saturday, August 30, the effective submission date would be Friday, August 29, as offices are closed on weekends.
- If a deadline is Monday, September 1 (Labor Day), the adjusted due date would be Friday, August 29, due to the holiday closure.

We encourage you to plan ahead and reach out to your professors with any questions or support needs before the

appointment is scheduled. This approach helps maintain consistency and ensures everyone has access to the resources they need.

Exam Duration:

Students will be informed of the maximum time allowed by the instructor for the exam.

- All exams must be turned in by closing time, regardless of completion status.

Allowed Materials: Students may use only materials permitted by the instructor.

- **Any other items, including food, drinks, cell phones, and other electronic devices, must be secured in a locker provided by the Testing Center Advisor.**
- Students are responsible for bringing their own allowed testing materials, such as pens, pencils, scratch paper, and calculators.

Conduct in the Exam Area

- Students must maintain silence in the exam area.
- Talking or causing disruptions will result in the exam being collected and returned to the instructor.
- Students must stay in the examination area until the test is complete unless explicitly allowed by the instructor
- Leaving the exam area without permission will result in the exam being collected and returned to the instructor.

Academic Integrity

Students must follow the Academic Integrity Policy (F.4.2). Any issues of scholastic dishonesty, such as academic misconduct, cheating, or collusion, will result in the exam being collected and returned to the instructor.

- The instructor will be notified, and an Academic Integrity Report may be filed. Refer to the Student Code of Conduct for more details.

Special Issues and Contact Information

- If you encounter any special issues, please consult with a Testing Center Advisor for assistance.
- Questions and Support: If you have any questions, please call 210-486-4346 or visit DWWC 221.