

# Exam Proctoring Policy and Procedures

This page outlines procedures for administering exams to students who have accommodations that have been authorized through the office of Student Accessibility and Support Services (SASS).

- There are three basic options for administering exams to students who have authorized accommodations: a. Take the exam with the class. b. Take the exam with the appropriate accommodations at a mutually agreed upon time, with the professor. c. Take the exam with SASS. Student Disability Services recommends that each student and professor work together to develop the best plan for the administration of academic accommodations subject to the conditions of the **Academic Accommodation Request email**. It is possible that exam proctoring arrangements will vary from class to class.
- Many professors at Kenyon are willing to proctor their own accommodated exams using testing arrangements that are fair to the student and that also meet course requirements. When feasible, this approach is preferred because it provides the faculty member with the greatest control over the exam environment and gives the student direct access to the faculty member in the event of questions or problems.
- SASS does offer exam-proctoring services as an alternative, should the professor and student mutually determine that necessary accommodations are best met in this way. If the professor and student have difficulty determining the best approach, The Director of Student Accessibility and Support Services should be consulted.

## STUDENT RESPONSIBILITIES

- The student is responsible for following up on the **Academic Accommodation Request email** with each professor to discuss options for having accommodated exams proctored. Academic accommodations are not retroactive and therefore it is critical that the student arrange to meet with the professor as soon as possible in the semester, and have a conversation to reach a mutual understanding about how to best implement exam accommodations.
- **Students are responsible for ensuring that exam proctoring does not conflict with their other scheduled courses or academic obligations.** If there is a conflict, it is critical that the student communicate this conflict to the professor and to The Director of SASS in order to arrange for an alternative time for the exam to be proctored. Missing one class in order to have an accommodated exam proctored for a different class is **not** an excused absence.
- If the student and professor agree to have an exam proctored by SASS, it is the responsibility of the student to complete a **Proctoring Request Form**. Forms are available as a google form on the SASS website: provide link (!)
- Students must complete the **Exam Proctoring Form** *at least five (5) school days prior* to the date of the scheduled exam. Students who do not submit the completed and signed **Exam Proctoring Form** to SAAS within the outlined timeframe will not be able to utilize SASS proctoring for that specific exam. \*Please note that SASS proctoring can be arranged for the entire semester if the student and professor determine it will be needed.

## FACULTY RESPONSIBILITIES

- SASS will email you a copy of the **Exam Proctoring Form** *at least three (4) school days prior* to the date of the scheduled exam.
- Faculty will need to complete the proctoring confirmation ASAP at the bottom of the Proctoring Request Form with includes the following:
  1. Date of test.
  2. Time of test.
  3. Best way to reach you during the test.
  4. How you will deliver and want the test returned to you.
  5. Any other special conditions or test parameters we need to know about.

## PROCTORED TEST SETTINGS through SASS

When exams are proctored at SASS, we will make determinations in any adjustments, conflicts or exam-integrity issues. Outside temporary staff will assist with proctoring, for example by escorting students to exam rooms and checking on them periodically while exams are in progress.

- SASS is dedicated to maintaining the highest academic integrity possible in the exam-proctoring environment. Students having exams proctored by SASS will be required to follow academic integrity guidelines and will sign the **Exam Integrity Agreement** prior to each exam administration. **The Exam Integrity Agreement** is linked on the SASS website. While staffing constraints may prevent a proctor from staying in the room with a student during the exam, unless needed to implement the specific accommodation, proctors will periodically enter the room to check on the integrity of the exam environment.
- Proctors are not allowed to explain or express opinions concerning the exam. Professors are asked to provide a contact number and best time and method for contact on the **Exam Proctoring Form** should questions arise during the exam and the professor is available to assist.
- SASS is open Monday – Friday. Exams are usually scheduled for proctoring beginning at 8:00 AM, and must be concluded by 5:00 PM on class days.
- SASS offers extended hours for final exams and this schedule will be shared with faculty and students one month prior to final exams.
- Questions should be directed to Erin Salva, Director of Student Accessibility and Support Services, or Emily Wise, Administrative Assistant, Phone: 740-427-5453; E-Mail: [wisee@kenyon.edu](mailto:wisee@kenyon.edu) or [salvae@kenyon.edu](mailto:salvae@kenyon.edu)