

Proctoring Procedures

The Puente Library staff, to include Library Aides when approved by the professor, will proctor exams and quizzes for all classes **by appointment only**. If the student can not meet the Library's schedule they may check other proctoring options by going to –

faculty.capitol-college.edu/~conner/**proctors.doc**

Exams will be proctored **only** as follows:

- Exams will be proctored Monday – Friday (excluding campus holidays or closures) between 9 AM and 4 PM, exams **must be completed by 4 PM**. For example, if you have a 3 hour time limit for an exam it can be scheduled to start no later than 1 PM.
- Only 4 proctoring session will be scheduled per day.
- Exams **must be** scheduled 72 hours in advance.
- Walk-in requests **will not** be accepted.
- Telephone requests **will not** be accepted.
- Unconfirmed requests **will not** be accepted.

Students must follow these steps to request a proctor with the Library –

- No later than 72 hours prior to the date the student wants to take the exam the student must send an email request to library@capitol-college.edu. In the email the student must include –
- The date and time they wish to take the exam (for example, 5/1/2011 at 1 PM).
- The class name & number (for example, Horror Fiction, HU 163).
- The professor's name & email address (for example, Professor Rick Sample, rsample@capitol-college.edu).
- The students Capitol College email address. It is the college's policy that all email correspondence uses the respective students Capitol College email address.
- Once the Library receives the request and the requested date and time is available on the Library's proctoring schedule the Library will send a confirmation email to the student. This email will include the Library staff assigned to proctor the exam or quiz, the staff person's email address, date,

time, course information and professors name that the exam or quiz is scheduled for.

- **The student must bring a copy of this confirmation email** as well as their Capitol College identification card (ID) or a government issued photographic ID card (for example, a valid state drivers license).
- Once the student has received the Library confirmation email they must advise their professor that the Library will be proctoring their respective exam or quiz. The professor should send all proctoring instructions, exam or quiz passwords or the exam electronically to library@capitol-college.edu. This information **must not** be sent electronically directly to any Library staff person but only to library@capitol-college.edu, this email address goes to all Library personnel, which ensures that it is received and available if staff are absent or out of the office. The Library staff assigned to proctor the exam will confirm receipt of the exam or quiz.
- The student must contact the Library electronically 48 hours prior to taking the scheduled exam or quiz to ensure that the Library has received the exam or quiz from the professor. If the exam or quiz has not been received it is the **student's responsibility** to contact the professor and have the exam or quiz sent.
- The student should bring all necessary materials as allowed by the professor for use while taking the exam or quiz (for example, books, notes, power point slides, etc.). Internet access is available in the Library.
- The Library will follow all the guidelines and restrictions as outlined by the professor, including no cell phones or conversations with others while they are taking the exam or quiz. All breaks during the exam must be taken in the Library, including restroom breaks.
- Once the exam is completed the Library will email the exam or quiz to the professor with a CC to the student taking the exam or quiz. The Library will not fax, scan or forward completed exams. Completed exams or quizzes are saved until two weeks after the end of the semester the exam or quiz was taken, at which time they will be deleted.

Any questions or concerns should be directed to Rick A. Sample, Director, Library Services and Information Literacy, 301-369-2800 x2066, fax, 301-369-2552, rsample@capitol-college.edu