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ohn G. & Beverly A. Puente Library

Email: library@captechu.edu

Proctoring Procedure

The Puente Library staff, including Library Aides with written authorization from professor will proctor exams and quizzes for all classes **by appointment only**. If the student cannot meet the Library's schedule they may check other proctoring options by going to: faculty.captechu.edu/~conner/proctors.doc.

Proctoring Rules:

- Proctor requests **must be emailed to** library@captech.edu. Telephone and walk-in requests **will not** be accepted.
- Proctoring for exams is **only** available Monday – Friday (excluding campus holidays or closures) between 9 AM and 3 PM, all exams **must** conclude by 4 PM.
- Exams **must be** scheduled 72 hours in advance and confirmed as walk-in requests nor will unconfirmed requests be accepted.
- **Email requests** for proctoring **must** include the following: **date, time, class/class number, and the professor's name.**
- A Library staff member will respond **by email** to confirm or deny your proctoring request.
- 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 will need to send all passwords and instructions **electronically** via library@captechu.edu.
- 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 Day of Proctoring:

- The student **must** bring a **copy** of their **confirmation email** as well as a **photo ID**.
- 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 (including using the restroom) during the exam must be taken in the Library.
- Once the exam is completed the Library will email the exam or quiz to the professor. 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, at which time they will be deleted.

Any questions/concerns should be directed to Rick A. Sample, Director, Library Services and Information Literacy, 301-369-2800 x2470, fax, 301-369-2552, rasample@captechu.edu