

Exam Proctoring Guidelines

Student Responsibilities

- It is the responsibility of the student to discuss proctoring options with their professor or TA before requesting services from Disability Resources.
- It is the responsibility of the student to put in a request for their own exam **AT LEAST ONE WEEK PRIOR TO TESTING**. If you do not submit a request, an exam will not be available for you at the testing session.
- It is the responsibility of the student to be on time for the exam. The proctored exam will begin on time unless the student has made prior arrangements to accommodate travel time or other potential conflicts. If a student is late and has not made prior arrangements, late time will be counted against total test time.
- CMU ID must be shown to proctor upon signing in for exam.
- Students must make sure they have the correct exam and proper exam material(s). Disability Resources does not furnish any materials for exams.
- Note any special exam instructions listed on the sign in sheet.
- Notify the proctor immediately upon noticing you are in the proximity of another student taking the same exam.
- Bring any irregularities to the attention of the proctor immediately. In most instances, concerns are easier to correct during the exam than after the exam.
- During an exam, electronic devices that are not permitted should be turned off and stored in a pocket, purse, or backpack.
- Cell phones and other electronic devices must be left in the exam room if a student leaves to take a break.
- Break times are counted against test time.
- Noise must be kept to a minimum.
- Food and Drink are permitted during the exam unless otherwise indicated by the professor.