**Expectations for Requesting Proctoring Services:**

**General Information**

*Making Requests*

--Advise students to email our proctor, Radene Winkelman, at wvcproctoring@wvc.edu for any requests. The proctor will respond as promptly as possible during proctoring hours (see below).

-Must provide **48-72 hours notice** for general exam proctoring requests, and emails must be received during normal business hours. Emails received after hours will be returned the next business day. **Please do not** wait until the weekend before the exam (Monday or Tuesday exams) to try to schedule a proctoring session, as the time requirement may not be met. This counts as well for holidays.

-Provide at least 1 weeks’ notice for mid-terms and 2 weeks for finals. This means more than a week from the deadline of the exam, if absence from the mid-term or final is known in advance.

-Please come prepared with **photo ID**, students will not be allowed to take their exams without this.

-Proctoring will occur in Wells Hall 1033, **unless otherwise specified via email by the proctor**.

*Hours*

Summer 2018 Proctoring Hours Are:

Monday, Wednesday and Thursday: 2pm-4pm

Tuesdays: 2 pm- 6 pm

**Faculty Responsibilities**

-Per previous standards, group proctoring is not available for face-to-face courses (as face-to-face courses already have set days, times and locations for class time/course work). Please contact Rhia Foster (6780) to schedule a computer room, if exam is computer-based.

-If an online class, group proctoring will occur on a single day for a two-four hour period, depending on class size. However, please contact in advance so that accommodations may be made for this type of service.

**Student Responsibilities**

- The following information should be included in students’ requests: Course Name, Instructor Name, School Name (if non-WVC), Type of exam (paper based or computer based), Contact # for student, and how long they have for the exam.

-If a student is 15 minutes late for their scheduled proctored exam, they will need to reschedule for proctoring services.

-Please have your students work with the proctor to schedule another date, if their preferred proctoring day/time is unavailable.

- It is important to respect the time and availability of our proctor, and to think ahead for scheduling needs they may have. Once a day/time range is full, no additional students will be accepted for that day/time.

-Please make sure the student is aware it is their responsibility to contact their instructor, once scheduling is arranged, to have any necessary exam or password information provided to the proctor.

- If the exam is a non-WVC exam, then please make sure to pay the $25 fee in the Cashier’s Office in Wenatchi Hall prior to the exam. Any questions concerning methods of paying this fee should be directed to the Cashier’s Office- 509-682-6500