



## Test Proctoring Services

Meredith College faculty are expected to make arrangements for alternate testing times and locations within their department for their students who receive these accommodations. Disability Services (DS) offers test proctoring services when faculty members are unable to make those arrangements.

### Procedure

1. Student obtains the test proctoring form from the Disability Services MyMeredith page:  
[https://my.meredith.edu/webapps/portal/execute/tabs/tabAction?tab\\_t ab\\_group\\_id= 31\\_1](https://my.meredith.edu/webapps/portal/execute/tabs/tabAction?tab_t ab_group_id= 31_1)
2. Student meets with instructor and *together* they fill out the form.
3. Student returns completed form to DS at least five (5) business days in advance of test date.
4. DS will email the student and instructor to confirm that proctoring request has been scheduled as well as any details pertaining to the request.
5. Instructor will provide DS with a copy of the test and testing instructions by 5:00pm on the day before the scheduled proctored test/exam. Students will not be provided as much time as needed for tests/exams unless all students in the class are provided this option. If needed, the test will be in the alternate format as specified by the student's accommodation letter.
6. Student reports to DS on time and with materials permitted for testing.

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7. Student signs the test proctor log to verify use of proctoring services and to begin testing.
8. Proctor shows student to location, provides test, and contacts instructor with any questions that arise.
9. DS may not be in the room with the student the entire testing period. Instead, DS will check-in with student at periodic intervals.
10. When test is complete or time has ended, student turns in all papers and signs the proctor log.
11. Proctor places test in a sealed manila envelope with proctor's initials and returns to instructor's office unless other arrangements have been made by the instructor.

## Additional Information

- Students and instructors can schedule all proctoring test dates for the semester on one form, given all information is completed and turned in on time.
- DS attempts to schedule all proctored tests as close to the class time as possible.
- All proctoring dates/times must be scheduled during business hours, Monday through Friday 8 a.m.-5 p.m., with a preference for testing between 1 and 5 p.m., Monday through Friday. Proctoring is not available on Saturday or Sunday (this includes semester finals).
- DS will give the student the test provided by the instructor, but not testing materials. The student is required to bring any required additional materials with her.

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- When testing, the student will only take permitted materials into testing room. Items not allowed are cell phones, book bags, purses, etc. DS will store these items but will not be held responsible.
- Students will only be given previously approved accommodations on proctored tests/exams.

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