

Walsh University Academic Support Center (ASC)

Test Proctoring Policies

Eligibility

- Students must first be approved for testing accommodations through the Director of Academic Support Services.
- Students registered with Accessibility Services must request their accommodations each semester through the Director of Academic Support Services before being permitted to test in the ASC.

Scheduling

- To schedule a testing appointment, please click on the following link: [Student Test Proctoring Form](#)
 - Helpful Hint: Bookmark this link for easy accessibility.
- Submit the completed form by 5:00 PM at least 3-business days prior to test date and time. Late forms may be denied.
- Priority of the 2 private testing rooms in the ASC is given to students that require a reader or scribe during testing. Otherwise, the testing rooms are booked on a first-come, first-served basis.
- If a private room is not available, a cubicle or other appropriate space will be offered.
- Students must indicate which accommodations are needed so that the ASC can schedule a proctor.
- If approved for a reader or scribe, please indicate on the test form (Question 3) if you are planning to utilize this accommodation so proper adjustments to staffing can be made.
- Direct all questions related to the exam (test length, materials, question type, etc.) to the instructor and not the ASC.
- All exams must take place and be completed during the ASC's operating hours (8:00 a.m. – 5:00 p.m., Monday through Thursday, & 8:00 a.m. – 2:00 p.m., Friday). If there are extenuating circumstances that prevent a student's ability to test during this time frame, the student must contact the Director of Academic Support Services immediately.
- It is ideal for students to schedule their exams at the same date/time as their class.

Academic Integrity

- All testing spaces are subject to human and/or electronic monitoring at any time. Computer use in any of the spaces is also subject to monitoring at all times.
- Cell phones must be turned off and are not permitted in testing areas. Cell phones may NOT be used as calculators. If a test taker is awaiting an important/emergency phone call, the test taker should speak with both the professor and testing coordinator in advance. The cell phone will be kept on vibrate and monitored by the testing coordinator.
- Smart watches, blue tooth devices, and head phones of any kind are not permitted.
- The only items allowed out on the testing desk are those listed by the instructor on the test proctor form.
- Students are required to put all belongings away and leave them with Academic Support Staff or work study students.
- Students are not allowed to take anything with them to the testing area:
 - This includes: coats, jackets, hats, and book bags.
- No food or beverages are permitted in the testing space.

- Exams must be taken in one sitting. Students will not be permitted to leave the ASC for any reason, including restroom breaks. The only exception is if the accommodation letter explicitly calls for “unexpected breaks, even during exams.”
- Questions regarding exam material that arise during the exam will be directed to the instructor via email and/or phone. The ASC will make its best effort to resolve the question in a timely manner.
- All scrap paper will be turned in and returned to the instructor along with the completed exam.

Miscellaneous Policies

- Any problems with the test or testing environment should be reported immediately to the testing coordinator or Director of Academic Support Services. Issues raised after the test has been submitted or returned to professor cannot be accepted as proof of an invalid testing session.
- Walsh is a tobacco-free campus. No tobacco or nicotine products are permitted in the testing area. This includes vaping of any kind.
- Children cannot be accompanied in the ASC while their parents test. Child care must be arranged in advance.

If a student is found breaking these rules and/or cheating on any test, the test will be immediately removed, and the instructor will be notified of the situation. The course of action will then reside with the instructor and not the ASC.