



USAHS Library Proctoring Policy (San Marcos, CA, campus)

The University of St. Augustine Library (San Marcos, CA, campus) is available to proctor exams in the following circumstances:

- **Campus-based and Flex students with ADA testing accommodations**

Students with ADA accommodations may not schedule proctoring directly with Library staff, instead, they should notify their instructor prior to the exam to request accommodations. This is only for exams that are scheduled to take place when the course meets on campus. It is the faculty's responsibility prior to their exam to request accommodations. It is the faculty's responsibility to request ADA proctoring at the Library by following the instructions on the ADA Proctoring Request Form, which is available on the "[Faculty and Staff](#)" section under [Services on the Library website \(Services > Faculty & Staff > Test Proctoring\)](#). This form is also available as a [PDF](#) and [Word Document](#), which can be filled out and emailed to libraryproctoring@usa.edu with the campus name in the subject line.

This form should be submitted at least 2 days prior to the scheduled exam date. With less than 2 days notice, the Library cannot guarantee the availability of proctoring services. If the scheduled exam is outside regular library staff hours (listed below), faculty must notify the library 7 calendar days prior to the exam.

Please Do Not put TBD for the date: Only submit an ADA form when you have the exact date and time that the exam needs to be administered.

Please remember to provide a password when issuing an online exam that is password protected. Please type it in the space labeled "Other directions or information" on the bottom of the ADA request form. If notes are to be collected and shredded, please make sure to state that as well.

- **Campus-based students making up an exam missed for an approved reason, i.e. illness, or retaking an exam under approved circumstances**

Faculty can request proctoring for campus-based students who are making up an exam or retaking an exam under approved circumstances. This is only for exams that are scheduled to take place when the course meets on campus. Proctoring availability in these cases cannot be guaranteed. Faculty are to submit the request to libraryproctoring@usa.edu, with the campus name in the subject line of the email. In the body of the email, all of the testing information must be included (e.g., class name, time of exam, the amount of time the students have to take the exam, the number of students taking the exam, what materials are allowed, bathroom breaks policy, etc.). Do not fill out the ADA request form. At least 2 days' notice must be given in order to determine if the accommodations can be made, and at least 7 calendar days if the testing fall outside of regular library staff hours.

The San Marcos campus Library has 7 individual testing rooms where proctoring accommodations can be administered. The individual testing rooms are monitored and recorded on video surveillance. No more than 7 students will be accepted for proctoring during any one time slot, which may require faculty to make arrangements elsewhere on campus if necessary. For online exams, students are welcome to bring their own



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laptops and connect to the student wireless network, only with the permission of the faculty member administering the exam.

The library's first priority is to accommodate the proctoring needs of campus-based students with ADA accommodations. Proctoring for all other circumstances is subject to availability. Due to limitations of the library facilities, a quiet and distraction-free testing environment cannot be guaranteed.

Proctoring is available at the library at the following times:

Mondays : 7am – 1pm & 2pm – 4pm

Tuesdays: 7am – 11am & 12pm – 4pm

Wednesdays: 7am – 1pm & 2pm – 4pm

Thursdays: 7am – 12pm & 1pm – 4pm

Fridays: 7am – 1pm & 2pm – 4pm

This availability is subject to change at any time.

If you have any questions about proctoring procedures and policies at the San Marcos campus Library, please contact Reynaldo Farfan at rfarfan@usa.edu.