

Office of Services for

Students with Disabilities

223 Lawrence Center

West Chester University

West Chester, PA 19383

610-436-2564 (phone)

610-436-2600 (fax)

[www.wcupa.edu/ussss/ossd/](http://www.wcupa.edu/ussss/ossd/)

**OSSD Proctoring Center Agreement**

**Purpose of Proctoring Center:**

The purpose of the OSSD Proctoring Center is to support faculty by providing testing accommodations for students with disabilities. It is preferable that faculty provide testing accommodations; however, this is not always possible due to scheduling conflicts and other issues.

**Scheduling Protocol:**

1. A student will initiate the scheduling process by submitting a request online <http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx> at least one week in advance. The student must specifically request any assistive services and/or technology needed to complete the exam. The student’s request will be forwarded to his/her professor.

2. The professor will complete the online form at <http://wcupa.edu/USSSS/OSSD/ProctoringForm/FacultyLogin.aspx>.

3. Once the online form is complete, confirmation emails will be sent to the student, professor, and OSSD staff.

**Proctoring Center Guidelines:**

1. Students must arrive for their scheduled exam on the date and time stated in the confirmation email. The end time of the exam is fixed and **will not be adjusted** for tardiness. If a student is more than 20 minutes late, the exam will not be administered without written authorization from the instructor.

2. Exams must be administered on the day and time specified by the professor. Written authorization to take the exam at a later date and/or time from an instructor is the only authorized way to reschedule an exam. OSSD cannot determine the rescheduling of exams.

3. Once a student begins an exam, he/she must complete the exam within the predetermined time frame without leaving the room.

4. West Chester University’s Code of Conduct is in effect at OSSD. OSSD staff reserves the right to monitor student activity at all times during test administration.

5. Food and drink may be examined by OSSD staff and is not allowed near electronic equipment.

6. All personal items must be checked in by OSSD staff prior to the start of the exam. Electronic devices must be turned off. Staff will monitor these items during the examination period. Complete security is not guaranteed.

By signing this document, I acknowledge that I have read and agree to adhere to the above.

Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WCU ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSSD Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_