



USAHS Library Test Proctoring Policy (FL-SA Campus)

The University of St. Augustine Library on the St. Augustine, FL, campus is available to provide proctoring services to USA students in these specific 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. Faculty may schedule ADA proctoring with the Library by filling out the [ADA Proctoring Request Web Form](#) available on the library's website. This form is also available as a PDF or Word Document, which can be filled out and emailed to libraryproctoring@usa.edu.

The form should be submitted at least 2 days (48 hours) prior to the scheduled exam date. With less than 2 days (48 hours) notice, the Library cannot guarantee the availability of proctoring services. If the scheduled exam is outside regular library staff hours (see below), faculty members 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.

Once completed, the ADA proctoring request form should be emailed to libraryproctoring@usa.edu, with "**St. Augustine Campus**" in the subject line of the email.

The above applies only to exams administered by faculty members on campus, and only for students with approved testing accommodations under ADA law.

The library testing room complies with Respondus "[LockDown Browser](#)", however, note the library testing room will not pass the requirements of "[Respondus Monitor](#)".

- **Make-ups, retakes, and other circumstances**

Faculty members can request proctoring for students who are making up an exam or retaking an exam under approved circumstances. However, proctoring availability in these cases cannot be guaranteed. Faculty members are to submit the request to libraryproctoring@usa.edu, with "**St. Augustine Campus**" in the subject line of the email. Do not fill out an ADA request form, instead please provide all testing information (e.g., class name, time of the exam, duration of exam, name of student(s) taking the exam, what materials are allowed, bathroom break policy, etc.) in the body of the email. The proctoring request should be submitted at least 2 days (48 hours) ahead of the exam.

Day of the Exam:

- Please drop your exam off early (preferably 2 – 5 days in advance).
- Remind students to check in with library staff five minutes prior to their exam.
- Pick up your exam during the normal library staffing hours.

Proctoring Availability:

The St. Augustine campus Library uses a Quiet Study room for ADA proctoring. The room, at full capacity, seats 23 students for testing, and each partitioned desk is monitored by video surveillance equipment.

Normal Library Staff Hours:

Monday – Friday: 7am-5pm

Saturday & Sunday: 7am-4pm

For Questions:

If you have any questions about proctoring procedures and policies at the St. Augustine campus, please contact libraryproctoring@usa.edu with St. Augustine Campus typed in the subject.