**UNIVERSITY OF ST. AUGUSTINE**
**FOR HEALTH SCIENCES**

**USAHS Library Proctoring Policy (Miami, FL, campus)**

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

- **Campus-based students with ADA testing accommodations**
  Students with ADA accommodations cannot schedule proctoring directly with the Library. It is the faculty member's responsibility to request ADA proctoring with the Library by following the instructions on the ADA Proctoring Request Form, which is available on the Faculty and Staff section of the Library's webpage. 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, faculty members must notify the library 7 calendar days prior to the exam. The ADA proctoring request form should be emailed to libraryproctoring@usa.edu, with the campus name in the subject line of the email.

- **Campus-based students making up an exam missed for an approved reason, e.g. illness, or retaking an exam under approved circumstances**
  Faculty members can request proctoring for campus-based students who are making up an exam or retaking an exam under approved circumstances. Proctoring availability in these cases cannot be guaranteed. Faculty members 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 break policy, etc.). 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 testing falls outside of regular library staff hours.

- **Students enrolled in the Flex distance education program**
  Students who are enrolled in the Flex program and require proctoring services should make a request at sberlant@usa.edu at least 2 days in advance of the exam.

The Miami campus library has a testing room located adjacent to the library that can accommodate up to 7 students at one time. This testing room is monitored and recorded on video surveillance. For online exams, students should bring their own laptops and connect to the student wireless network. The Librarian will not be able to proctor exams in classrooms due to a lack of staffing.

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 Monday – Friday, 9am – 12pm, 1pm – 6pm. This availability is subject to change at any time.

If you have any questions in regard to proctoring procedures and policies at the Miami campus Library, please contact Shaina Berlant at sberlant@usa.edu.