



### USAHS Library Test Proctoring Policy (FL-SA Campus)

#### ADA Accommodations:

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 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 members should then schedule ADA proctoring with the Library by following the instructions found on the [library's website](#). There you will find ADA procedures and request forms.

You can fill out the web-based form or download a Word DOC or a PDF of the form. This 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 staff 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 staff 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 request form.

Once completed, the ADA proctoring request form should be emailed to [libraryproctoring@usa.edu](mailto:libraryproctoring@usa.edu), with "St. Augustine Campus" in the subject line of the email.

- **Students enrolled in the Flex distance education program with ADA testing accommodations**

As with campus-based students, Flex students with ADA accommodations should inform their instructor prior to their exam so arrangements can be made. Faculty members are to schedule ADA proctoring with the Library by following the instructions above. All forms should be sent to the [libraryproctoring@usa.edu](mailto:libraryproctoring@usa.edu) at least 2 days in advance of the exam, and at least 7 calendar days if the testing falls outside of regular Library staff hours.

The above applies only to exams administered on campus (paper or electronic) for Flex programs, and only for students with testing accommodations under ADA law. Online exams for Flex students are normally scheduled through ProctorU (<https://www.proctoru.com>). Library staff members do not proctor these exams.

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

Faculty members can request proctoring for Campus-based 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](mailto: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.

**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 the completed exams 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](mailto:libraryproctoring@usa.edu) with St. Augustine Campus typed in the subject.