



USAHS Library Proctoring Policy (TX-AU Campus)

The University of St. Augustine Library on the Austin campus is available to provide proctoring services to USA students in these specific circumstances:

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

The library will proctor campus-based students with ADA accommodations only for exams that are scheduled to take place when the course meets on campus. Students with ADA accommodations may not schedule proctoring directly with the Library, but should contact faculty prior to their 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](#), which can be filled out and emailed to libraryproctoring@usa.edu. 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.

- **Students enrolled in the Flex and Speech Language Pathology distance education programs with ADA testing accommodations**

The library will proctor Flex & SLP students with ADA accommodations only for exams that are scheduled to take place when the course meets on campus. Flex & SLP students with accommodations may not schedule proctoring directly with the Library, but should contact faculty prior to their 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](#), which can be filled out and emailed to libraryproctoring@usa.edu. 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.

- **Other circumstances**

Faculty may 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 should email **both** Library staff members, Jessica Cain (jcain@usa.edu) and Allison Hradecky (ahradecky@usa.edu), with at least 2 days' notice in order to see if their student(s) can be accommodated.

The Austin campus Library has 10 private study rooms where proctored tests are administered. For online exams, computer lab stations may be reserved or students may bring their own laptops and connect to the student wireless network. The private study rooms and computer lab are monitored and recorded by video surveillance.

No more than 10 students will be accepted for proctoring in any one time slot. If an entire class needs to be proctored, arrangements should be made through the department administering the exam.

The Library's first priority for proctoring services is to accommodate resident students with ADA accommodations. Proctoring for any other circumstance is subject to availability. Due to the limitations of the Library facilities, a quiet and distraction-free testing environment cannot be guaranteed.

Proctoring services are available Monday – Wednesday, 7am – 5pm, and Thursday – Friday 7am – 4pm. Proctoring is also available Saturday – Sunday, 7am – 4pm for ADA students only. This availability is subject to change at any time. Arrangements may be made if a student with ADA accommodations needs to take an exam outside of these hours, but library staff must be notified at least 7 calendar days prior to the exam.