



USAHS Library Proctoring Policy (San Marcos, CA, campus)

The University of St. Augustine Library (San Marcos, CA, 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's responsibility prior to their exam to request accommodations. It is the faculty's responsibility to request ADA proctoring at 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 MyUSA page. 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 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, i.e. illness, or retaking an exam under approved circumstances**

Faculty 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 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 breaks policy, etc.). At least 2 days' notice must be given to determine if the accommodations can be made, and at least 7 calendar days if the testing fall outside of regular library staff hours.

- **Students enrolled in the Flex distance education program**

Faculty with Flex students requesting proctoring accommodations should submit the request to libraryproctoring@usa.edu at least 2 days in advance of the exam.

The San Marcos campus Library has 7 individual testing rooms where proctoring accommodations can be administered. The individual testing rooms are monitored and recorded on video surveillance. No more than 7 students will be accepted for proctoring during any one time slot, which may require faculty to make arrangements elsewhere on campus if necessary. For online exams, students are welcome to bring their own laptops and connect to the student wireless network, only with the permission of the faculty member administering the exam.

The library's first priority is to accommodate the proctoring needs of campus-based ADA students. 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 – Wednesday, 7am – 5pm, Thursday – Friday, 7am-4pm, and Saturday – Sunday, 7am-4pm. This availability is subject to change at any time.

If you have any questions regarding proctoring procedures and policies at the San Marcos campus Library, please contact Sophia Shalabi at sshalabi@usa.edu.