# Exam Proctoring Center: Rules & Conditions

## Testing Hours

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**Monday-Thursday** (8:00am – 7:45pm)
**Friday** (8:00am – 3:45pm)

Exam proctoring is by appointment only.

Arrive on-time for scheduled exams. Exams will end at the time scheduled, unless prior arrangements have been made. In most cases, we are unable to accommodate late-arrivals by providing additional time at the end of the exam.

## Scheduling

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**Scheduling Request Minimums:**
- Exams, Tests, Quizzes • 4-days in advance
- Final Exams • 2-weeks in advance

Exam requests must be approved in advance by instructor before the EPC may administer exams. Students should discuss EPC use with instructor prior to scheduling any exam.

Exams should be scheduled to overlap with the time that the class meets, when possible. Final exams should be scheduled to overlap with the scheduled final exam block published by the Registrar’s Office. Any alternate exam time must be approved in advance by instructor in writing.

Schedule online: [http://www.uvm.edu/myaccess](http://www.uvm.edu/myaccess)

## ACCESS Students

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ACCESS Students must provide their ACCESS Accommodation Letter(s) to their instructor(s), who must then confirm receipt of letters online before EPC use will be permitted.

### Late Exam Scheduling Requests:

ACCESS Students may schedule an exam less than 4-days from the test date, but not same-day or next-day, with written instructor permission via email to epc@uvm.edu. With late requests, specific dates/times and other accommodations may not be guaranteed and are limited to the seating available.

## Temporary Students

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Students with temporary disabilities (i.e. physical injury that hinders ability to take exams, or prolonged illness) may be granted eligibility to use the Exam Proctoring Center.

Students should first contact the ACCESS Office to apply for temporary services. Email access@uvm.edu or call (802) 656-7753.

Students must obtain approval from their instructor(s) to test at the EPC. Students may request exams online (4-days in advance). Please indicate temporary accommodations needed (i.e. computer, scribe, etc.)

## General Rules

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- **No food/drink in testing area, water only.** Eat before your exam unless otherwise approved.
- Students who require accommodations in addition to extended time and quiet room must inform the EPC of these accommodations for each exam. Failure to request any specific accommodation in advance may result in the EPC’s inability to provide them.
- Only items permitted by instructor are allowed in testing area: EPC must receive advance notice from instructor regarding use of notes, calculators, electronic dictionaries, etc.
- EPC Staff may inspect any/all permitted materials prior to entry into the testing area. This may include dictionaries, calculator covers, scrap paper, pencil cases, etc.
- Possession of any unapproved electronic device may be presumption of cheating. Your exam will be terminated automatically and your instructor will be notified.
- Students may not wear watches or wearables in the testing area.
- No coats, ‘hoodies,’ hats, backpacks allowed.
- EPC Staff will conduct walk-throughs of testing area and note any suspicious behavior.
- Respect the rights of others in the testing area; refrain from making unnecessary noise.
- Use of the restroom and/or water fountain while your exam is in-progress is not allowed. In emergency situations, please see EPC staff.

Use of the Exam Proctoring Center is contingent on your adherence to the University of Vermont’s Code of Academic Integrity and to the Exam Proctoring Center Rules & Conditions. Violation may result in loss of use and/or other UVM disciplinary action.