# 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, the EPC is unable to accommodate late-arrivals by providing additional time at the end of an exam.

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## Scheduling

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**Scheduling Request Minimums:**

- Tests, Exams, Quizzes • 4-days in advance
- Final Exams • 2-weeks in advance

ACCESS Students must provide their ACCESS accommodation letter(s) to their instructor(s) and test/exam requests must be approved in advance by the 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.

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## Late Requests

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

No same-day requests will be scheduled. Next-day requests may be scheduled before 3:45pm, only under extenuating circumstances (as determined by ACCESS) and with prior instructor permission.

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## 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 EPC for tests and exams.

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

Students must obtain approval from their instructor(s) to test at the EPC. Students may schedule tests and exams online (4-days in advance) or contact the EPC to schedule if less than 4-days in advance of the test date.

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## General Rules

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- Phone must be powered off or in airplane mode and left outside of the testing area.
- EPC Staff may request to view a photo ID.
- No food/drink in testing area, water only. Eat before your exam unless otherwise approved.
- The EPC must receive advance notice from instructor regarding use of additional materials including notes, calculators, etc. for each test.
- EPC Staff will inspect any/all permitted materials prior to entry into the testing area. This may include dictionaries, calculator covers, notes, scrap paper, pencil cases, etc.
- EPC staff may inspect any watch or wearable and may ask that you remove it for the duration of your test.
- Possession of any unapproved electronic device may be presumption of cheating and your instructor will be notified.
- No coats, hoods, hats, or backpacks allowed in the testing area.
- Respect the rights of others in the testing area; refrain from making unnecessary noise.
- Please use the restroom and/or fill your water bottle prior to checking in for your test.
- Surveillance equipment is in operation during testing hours. If EPC staff suspect any breach in test integrity or other suspicious behavior the EPC will report ALL incidents to faculty and surveillance footage may be reviewed. Staff will also conduct walk-throughs.

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*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.*