Exam Proctoring Center

Contact Us:
Exam Proctoring Center (EPC)
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Living/Learning A131
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Hours:
Monday-Thursday (8:00am-9:00pm)
Friday (8:00am-4:00pm)

Scheduling:
Any test should be scheduled online via the myACCESS Student Portal at least 4-days in advance of the test date. Final Exams must be scheduled a minimum of 2-weeks in advance. You may choose to schedule all tests at the beginning of the semester.

Less than 4-days from the test date is considered a “late request.” In order to schedule a late request, you must get written instructor permission and then contact the EPC via email, phone, or drop by to request scheduling. Scheduling is done between the hours of 8:00am-3:45pm Monday-Friday. Any request received after that time will be addressed the next business day.

The EPC does NOT schedule same-day test/exam requests. Next-day requests may be scheduled under extenuating circumstances (as determined by SAS) and with prior instructor permission.
Troubleshooting:
If you are unable to schedule online via your myACCESS Student Portal, there could be several reasons why:

1. **Back-to-back Classes** — myACCESS recognizes scheduling conflicts based on your class schedule and will not allow you to book a test that overlaps with an existing class. If your extended time runs into a class, please communicate with your instructor to negotiate an alternate time that you may take the test. With their permission, then contact the EPC to request scheduling.

2. **Seats are full** — at times, all seats that meet your testing accommodations may be full. However, we still may be able to rearrange the schedule and find you a seat. If you receive this error message, please contact the EPC!

3. **Late Request** — if you attempt to book a test less than 4-days from the test date, you will receive an error message. Please obtain written instructor permission and then contact the EPC to request scheduling, pending availability.

If you need to test at a date/time that does not overlap with when the class is testing, please obtain written instructor permission and then contact the EPC to schedule for an alternate test date/time.

**Important Notice:**

*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. In more serious cases, the Center for Student Ethics and Standards (CSES) may become involved, at the instructor’s discretion.