



ODS PROCTORING AGREEMENT

Proctoring Hours: 8:30 AM-4:45 PM [Closed M/W/F 10:20-11:30 for chapel]

- Exams must be completed by 4:45. We are closed during chapel.
- You must schedule your upcoming exam(s) **3 school days in advance**.
- Late requests will be approved on a case-by-case basis, but there are no guarantees that your test can be proctored without appropriate notice.

What if my exam time conflicts with another class or proctoring hours? You can:

- Ask your professor to coordinate proctoring an exam for you with extended time and/or a distraction free environment.
- Schedule the exam at a different time **with professor approval***. Please write this down in the notes section on your exam request page and forward email approval from your professor. They are welcome to provide a one-time approval for the whole semester to take exams outside of normal class time. *If your exam time overlaps at all with the class time, you do not need professor approval.
- In rare cases due to an unusually tight schedule, a test may need to be proctored on an earlier or later day. Please provide professor approval.

Scheduling Instructions:

- Get to your AIM account through the my.westmont.edu portal.
- Select *Alternative Testing* in the left hand sidebar, choose your class, and click *Schedule Exam*.
- Enter exam time and day information accurately. **Do not add your extended time**. It will be calculated automatically. Usually, MWF classes are 65 minutes, and TH classes are 110 minutes. Make sure your exam doesn't overlap with chapel, another class, or is outside of our hours.
- If you need to move your examination to a different time than the class, or if you are scheduling a late exam, state the reason in the notes section.
- Click *Add New Request*. Check to see if it appears to be scheduled correctly by clicking on *View My Exams*.
- You may edit or delete your exam request at any time.

Important: Final exams need to be scheduled 3 weeks in advance





- Finals for all courses are pre scheduled by the Registrar. Finals are not at the same time/day as your regular courses time/day. For Finals information and schedule go [here](#).
- If you have more than one final exam per day (and you are registered with ODS) you may petition to reschedule one or more exams to another day. Complete this [petition](#) and return (with professor's approval) to ODS@westmont.edu. Your petition needs to have an alternate date/time for your final included before it can be approved.

Exams proctored by ODS are under the same integrity standards as those taken in class. We report any testing anomalies or academic dishonesty to the professor for them to address at their own discretion. If an exam is taken outside of normal class time, you may not discuss the exam with anyone until the exam has been completed by you and the class.

Student Signature

Date

