

## Proctoring Center Information for Extended Time Final Exams

The Proctoring Center is open during every day of the final exam period. Note that no exams should be scheduled in the PC on the day before finals, since this is a reading day.

When possible, students with approved accommodations should take their exam on the same day as their classmates and should be scheduled in the Proctoring Center as follows:

If you have a morning final exam (8:30-11:30): schedule students with time-and-a-half accommodation in the Proctoring Center from 8 am – 12:30 pm.

If you have an afternoon final exam (1:30-4:30): schedule students with time-and-a-half accommodation in the Proctoring Center from 1 – 5:30 pm.

Students approved for double-time testing usually take only one exam per day so their exam schedule may need to be rearranged. Please contact me or Alex McAllister if you need assistance with this.

If a student does not need extra time but still needs to be scheduled in the Proctoring Center, follow the assigned times for morning and afternoon exams established by the Registrar.

Please be sure to make reservations and deliver exams to the Proctoring Center in a timely manner. Name uploaded exams according to the instructions and indicate if your exam requires any special arrangements (e.g. the use of a computer, individual room, etc).

We anticipate heavy traffic in the PC during finals, so please book your reservations as soon as possible so we can make all appropriate arrangements.

Feel free to contact us at [proctoring@centre.edu](mailto:proctoring@centre.edu) if you have any questions.