

Proctoring Center Guidelines

- Course instructors make Proctoring Center (PC) reservations for their students. Students are not permitted to make their own reservations. Faculty should schedule students in the PC using the online reservation system accessible via the Proctoring Center website, accessible via CentreNet, or by clicking on the link below.
- Make a new reservation here: [Seat Availability - LibCal - Centre College Library](#)
- To cancel an existing reservation, click the link provided in the confirmation email that is sent when the reservation is made.
- Please deliver your exams to the PC as soon as possible. There are three ways to do this:
 - Upload when making the reservation by using the option provided on that screen
 - Email directly to proctoring@centre.edu
 - Hand deliver to the PC, Monday-Friday between 8 am and 4 pm
- Please make PC reservations well ahead of the student's testing day, and certainly no later than 4 PM the business day before the student will test. For Monday reservations, please submit the exams before 4 PM Friday afternoon.
- Students are expected to attend their PC reservation as scheduled. Therefore, instructors are asked to treat no shows in the PC the same way they treat no shows in their classroom. If a student does not attend a PC appointment as expected, a proctor will send an email notification to the instructor.
- If a student is too sick to take the exam with their class, then they are too sick to take it in the Proctoring Center. We have masks available, but we treat this as a classroom and want to keep everyone safe.
- Students will be allowed a 15-minute grace period at the beginning of their session: Proctors will let them start their exam up to 15 minutes before or after their scheduled start time. If this is not an option, please email proctoring@centre.edu after making the reservation.
- Students will be told to leave their laptop, smart watch, and other devices in their backpack in the hallway unless the professor states otherwise on the reservation. Students may choose to leave their phone either in their backpack or on the proctor's desk.
- Items that are available in the PC for student use:
 - Blue books
 - Scratch paper
 - Pens/pencils
 - Foam disposable earplugs
 - Mini-timers
 - TI 30 calculators **If your student will be allowed a calculator and you do NOT want them to use their own, please note that on the reservation in the additional notes section**
- Some students require an individual room for testing (for scribing, low light setting, etc.). Please note this on the reservation form and *notify the proctors well in advance of the reservation date.* This is because an additional proctor will need to come in and will need advance notice.
- Completed exams will be available for professors to pick up anytime between 8 AM and 4 PM Monday - Friday. Exams will be in a folder on the wall with the professor's name attached. Please take the exam and not the folder unless the folder is needed to transport the exam.
- When communicating with the proctors, please send Emails to proctoring@centre.edu instead of an individual proctor. This allows everyone that will potentially be providing services to the student to receive the email.
- Email proctoring@centre.edu with any additional questions, concerns, or requests.