



TEST PROCTORING GUIDELINES

LINK: [Test Proctoring Appointment](#)

APPOINTMENTS:

- Test Proctoring Requests have to be submitted *5 days in advance*.
- No walk-in test proctoring will be accommodated.

GUIDELINES:

- Tests must be taken during scheduled class time unless there is a time conflict.
- Breaks are allowed only when they are an approved accommodation.
- **NO cheating** will be tolerated.
- Testing time will not be paused during breaks, unless restroom breaks are an approved accommodation.
- Test Proctor is not allowed to extend time or adjust accommodations (For any adjustments you will need to see your counselor)

RESCHEDULING EXAM APPOINTMENTS:

- There must be a valid reason for a student to request to change the exam date and time such as:
 - The instructor changing the exam date
 - The student having a medical emergency
- It is the student's responsibility to contact the instructor for any change to their TP appointment due to a medical emergency.

EVENING CLASSES:

If the exam takes place after DSPS office hours you will need to communicate with your instructor and DSPS Staff to agree on a different time.

ONLINE COURSE:

If you will require an exam to be in written format, you must let the DSPS Office know and follow standard appointment request procedure.

ALTERNATIVE MEDIA REQUEST:

Request exam in alternate media by calling 760-355-6406 or email dsps@imperial.edu.