

PROCTORED EXAM POLICIES AND PROCEDURES:

Students are eligible to sit for the final exam(s) any time during six-month course enrollment period once course hour requirements have been met.

- Proctored exams are administered virtually through Zoom and **require a desktop or laptop, a stable internet connection, and a working webcam.**
- An exam URL will be provided via Zoom chat once logged in. Zoom meeting will continue in minimized window during entire exam. If you are utilizing a device such as an iPhone, the webcam does not stay enabled while you are taking the online exam, as required. It is possible to log into the Zoom session with two devices, one to take the exam and one for webcam utilization.
- Zoom chat may be utilized for any questions.
- **You may begin the exam once your link arrives in the chat box and log off once you receive confirmation your answers have been submitted.**
- **Results will be Emailed within 24 hours.**

Proctored Exam Guidelines

1. **Students must log into Zoom five to ten minutes prior to exam. Late arriving students will not be admitted and will have to reschedule.**
2. The lighting in the room must be bright enough to be considered “daylight” quality.
3. You must sit at a clean desk or table.
4. The room must be as quiet as possible. Sounds such as music or television are not permitted.
5. The exams are closed book.
6. **Scratch paper and calculators are permitted.**
7. **The exam URL should only be logged into once and should not be accessed at any time other than during proctored session and CANNOT be shared with anyone else.**

Your Behavior

1. **Your entire face must remain visible in your webcam at all times.** Although your Zoom window may be minimized, you should still be visible in your webcam.
2. You must not use headphones, ear buds, or any other type of listening equipment.
3. You must not communicate with any person other than proctor.
4. **You must not leave the room during the exam for any reason.**

If you violate the online proctoring rules, you automatically receive a score of 0 for the exam.