

# EXAM PROCTORING

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*Office of the Associate Dean*

At the CSUSB Palm Desert Campus, exam proctoring is available to assist instructors, at their discretion, when a student misses an exam or when, in the absence of the instructor, a full class may need to be administered an exam and is coordinated through the Office of the Associate Dean.

## Student Proctoring Procedure

- Exams are proctored by appointment only during regular office hours.
  - Monday-Thursday 9am-6pm
  - Friday 9am-4pm
- Instructor contacts the Office of the PDC Associate Dean, ([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)), to inquire about availability.
- Instructor confirms time with student.
- Instructor fills out Student Proctoring Request, specifying the time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Student Proctoring Request and exam to the Office of the Associate Dean at least four (4) days prior to the scheduled exam time.
- At the time of the exam, student must present a photo ID.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.

## Class Proctoring Procedure

- Instructor fills out Class Proctoring Request, specifying the date and time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Student Proctoring Request and the correct number of exams and, if necessary, other materials, to the Office of the Associate Dean at least four (4) days prior to the scheduled exam time.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.