SSD Testing Accommodation & Exam Proctoring Services

EXAM PROCTORING HOURS

San Bernardino Campus (UH 183)

Fall, Intersession, and Spring Terms:

Monday - Friday 8:00 am - 5:00 pm

Final Exams Week

M-TH 8:00 am, 11:00 am, 2:00 pm & 5:00 pm

Fridays 8:00 am, 11:00 am, & 2:00 pm

Summer Sessions

Monday -Thursday 7:00 am - 5:30 pm

Palm Desert Campus (RG 203.A)

Operating Hours

Monday - Friday 9:00 am - 5:00 pm

Schedule Exams/Quizzes by accessing the AIM Student Portal at: *york.accessiblelearning.com/CSUSB*

Regular exams/quizzes must be scheduled online on AIM 5 calendar days in advance of the scheduled date in class.

Final Exams must be scheduled on AIM 2 weeks (14 calendar days) in advance of Finals Week.

IMPORTANT TESTING PROCEDURES TO REMEMBER

1. It is the responsibility of the student to schedule exams/quizzes through the AIM Student Portal.

2. Submission of an exam request through AIM indicates that the student has read and agrees to student responsibilities, including academic integrity.

3. For exams that are rescheduled by the instructor, students must inform SSD as soon as they know. Rescheduled exams require instructor permission or verification and can be sent via email to ssdproctoring@csusb.edu.

4. Students must arrive on time and begin exams/quizzes as scheduled. Students who arrive late for an exam/quiz should be aware that the scheduled ending time remains the same.

5. Late arrivals (15 minutes or more) may be required to contact and get permission from the instructor to start late, or have the exam be rescheduled and approved by the instructor.

6. Makeup of missed final exams is at the instructor's discretion.

7. Students taking exams are expected to follow any special instructions provided by the instructor (e.g., open books, closed notes, etc.).

8. Once exams begin, students may not leave the testing room unless permission is given by the proctor.

9. No backpacks, purses, electronic devices, food, or drinks are allowed in the testing room unless they are approved by SSD. SSD has a secure place to store these items.

10. Student's personal laptops are not allowed in the testing rooms unless approved by the instructor.

11. Exam activity may be monitored via video camera and proctors. All exam activity will be documented on the Exam Cover Sheet/Receipt and a copy provided to the instructor.

12. Report any problem with exam administration to the Accommodation Services Coordinator or proctor immediately.

If you have any questions or challenges, please contact the SSD office at ssdproctoring@csusb.edu or (909) 537-5238.

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Services to Students
with Disabilities