



STEM Proctoring Center

FAQs for Students

We look forward to welcoming you to the Proctoring Center. Below are some FAQs you might have.

Q: Where is the Proctoring Center located?

A: The Proctoring Center is located in room 324 of the San Rafael Building (SR 324) at the Verdugo Campus.

Q: When is the Proctoring Center open?

A: The Proctoring Center's hours of operation are:

Monday	10:00am – 7:00pm
Tuesday	10:00am – 7:00pm
Wednesday	10:00am – 7:00pm
Thursday	10:00am – 5:00pm
Friday	10:00am – 2:00pm

Q: Do I need an appointment to take my exam?

A: No, but please pay attention to the closing hours of the Proctoring Center and make sure you arrive early enough to complete your exam. If your instructor has scheduled you for a certain time please arrive promptly at the scheduled time.

Q: What items do I need to bring with me to the Proctoring Center if I am taking a written exam?

A: You will need to bring the following materials:

- Photo ID
- Writing utensil
- Materials your instructor has told you to bring (calculator, class notes, Scantron form, Blue Book). Make sure you bring the right kind of Scantron form (e.g., 882 or 886.)

Q: What items do I need to bring with me to the Proctoring Center if I am taking an exam that uses the computer?

A: You will need to bring the following materials:

- Photo ID
- Writing utensil
- Materials your instructor has told you to bring (notes, etc.)
- Canvas or StatCrunch login information. Please be aware that the Proctoring Center does not provide help in logging into Canvas, etc.

Q: Can I use scratch paper?

A: Yes. The Proctoring Center will provide scratch paper for your exam, and any scratch paper that's used on the exam needs to be turned back in to the proctor. You can use only the scratch paper provided by the Proctoring Center.

Q: Does the Proctoring Center provide supplies for students?

A: No, the Proctoring Center does not provide any supplies.

Q: Can I use my own laptop or tablet if my exam is online?

A: No, you are not allowed to use your own laptop or tablet for exams in the Proctoring Center. The Proctoring Center has computers you can use.

Q: If I'm taking an online exam, will I be able to look up things outside of the exam?

A: No. Every online exam is monitored by the proctor. The proctor can see your screen at any time, will monitor it continuously, and may take screenshots of your screen and send them to your instructor.

Q: What happens if I get caught participating in Academic Dishonesty during the Exam?

A: Any academic dishonesty noticed by the proctor will be reported to your instructor. You may not be notified that you have been caught, but your instructor will receive a detailed report, and your instructor will be sent evidence of any cheating.

Q: Can I use my phone during the exam?

A: No. Your phone must be in your bag for the entirety of the exam. If you do not bring a bag to the Proctoring Center your phone can be either checked in by the person administering your exam or left in the whiteboard tray where you can see it.

Q: Can I use headphones to listen to music during my exam?

A: No, you are not allowed to use your phone in any way during exams.

Q: May I use the restroom during the exam?

A: Yes, you may use the restroom. But if there is one person already in the restroom you may not leave until they come back. You are also not allowed to bring your phone with you into the restroom. If you do use the restroom the Proctoring Center makes a note of how many times you go and for how long you go for. Any unusual activity, multiple trips in one exam session, along with taking your phone into the restroom, will be reported to your instructor and may result in you failing your exam. We suggest using the restroom before coming to take the exam.

Q: How will my instructor know that I have taken the exam?

A: Your instructor will receive an email update from the Proctoring Center on the day the exam is completed.