

Proctor Policy and Exam Information:

You will be required to obtain a proctor for exams in this class. A proctor is someone who is approved to administer examinations or other course material on behalf of the course instructor. The purpose of the proctor is to assure the integrity of the examination process.

The NCCU Testing Center is located in the LT Walker Complex room C-305. Local students who need to take an exam for an online class can do so at the NCCU Testing Center. Remote students taking exams will schedule their exam with an off-campus proctor. Visit <http://services.northcarolina.edu> to find a proctor.

It is the student's responsibility to obtain an acceptable proctor who is willing to conform to the requirements of the proctor administration package. The process of identifying, obtaining approval and exam coordination takes time. Students are encouraged to find and obtain approval for proctors at the start of the semester - as soon as they know they will need one, but always at least two weeks prior to the scheduled exam date. It is the responsibility of the student to meet all deadlines. Failure to schedule a proctor in time to take the exam may result in a zero for the examination.

- All appointments must be scheduled via the UNC Academic Services Portal (<http://services.northcarolina.edu/>). To view detailed scheduling instructions visit (link for new tutorial goes here).
- If a proctor charges a fee, students are responsible for the fee.