

PROCTORING OF EXAMS TAKEN OUTSIDE OF THE SCHEDULED EXAMS

When a student is unable to take an exam at the scheduled date and time, the student must take the exam in a proctored setting. The proctored setting must be at a WITC campus or outreach center (Hayward, Ladysmith) and approved by the course instructor. The exam must be as close to the date and time as the originally scheduled exam as possible and within one week of the originally scheduled exam. The student may not return to the classroom until the required examination has been completed unless the instructor allows the student to return and the date and time for the make-up exam has been established.

The instructor must have direct contact with the proctor via phone or email. The instructor will provide the exam to the proctor in a secure manner. The proctor and instructor will make arrangements to return the exam for grading by the course instructor. The instructor is responsible for communicating the exam results to the student.

Other students who share exam information with students taking the exam at a time other than the scheduled time are considered committing an act of academic dishonesty and are subject to the consequences of the Academic Dishonesty policy.