

Guidelines and Resources for UMC Exam Administration outside the Classroom

Exam situation → Test site and contact person ↓	Student with documented disability through Disability Resource Center (DRC)	Make-up exams for students enrolled in on-campus classes approved by the course instructor	International Student Testing: extended time and proctored for students pre-approved by the Director of Int'l. Programs, Kim Gillette and coordinated with course instructor.	Exams for UMC online classes which require an exam proctor and are approved by the course instructor	Exams for UMC students given by other institutions that may require a proctor
Owen 270 Contact: Gail Myers 8587 myers062@umn.edu	X				
Owen 270 Contact: Jamie Fagerholt 8557 jfagerho@umn.edu		X		X	X
Hill 12 Contact: Kim Gillette 8442 gillette@umn.edu			X		

Information and guidelines for exam administration:

1. If you have an exam situation that is not represented by the options on this grid, please contact **Jamie Fagerholt at (8557) or Gail Myers at (8587)**.
2. Exams should be scheduled *at least 24 hours in advance* of the proposed exam time.
3. DRC exams should be scheduled to occur at the same time as the regular classroom exam whenever possible. Changes to exam time must be approved with the course instructor.
4. Hard copy exams should be placed in a sealed envelope and labeled with the **instructor's name and the student's name(s)** who will be completing the exam. It may be delivered to Owen 270 by the instructor or picked up by Owen 270 staff. **Do not place exams in campus mail.** Or you can email the exam to the appropriate proctor.
5. Instructors should specify any "special directions" or restrictions such as 'no computer, one sheet of notes allowed, open book, financial calculator only, use computer for essay components,' etc. If no instructions are provided, it will be assumed that the exam is a closed book, closed note, no computer, no calculator exam. **All of this information will be on the test proctor request form that is required for every exam.**

Exam room rules:

1. Students must leave all backpacks, computers and personal belongings outside of the test room. No cell phones are allowed in the test room and cell phones may not be used as a substitute for a calculator. Only designated exam proctors are allowed in the exam room with the student.
2. Only those resources specifically approved by the faculty member (including translation devices for international students) may be brought into an exam room.
3. Students may bring in snacks or beverages. Students should not leave the exam room once the test has begun unless the proctor is contacted. Exams must be completed once begun unless arrangements have been made in advance to complete the exam in sections.

General hours for make-up exams: Tuesdays and Thursdays from 1:00 – 4:00 p.m. Other times by arrangement, if proctor and space are available