

CES offers proctoring services for:

- **Make-up exams** for students who miss an exam date.
- **Exam accommodation** for students with proper documentation.

Exams are proctored by appointment only. For regular class exams in the event of instructor absence, consult with your Division Chair.

Exam Preparation

1. **Access the Exam Form:**
 - Visit [CES Exam Form](#) under Instructor Information.
2. **Complete the Exam Form:**
 - Provide detailed information to avoid delays.
 - Do not send the exam answer key to CES.
 - Ensure all details are accurate and complete and specify the maximum time limit for the exam
3. **Submit the Exam Form:**
 - The CES Team requires 1-2 Full business days to process the form and send a scheduling link to students.
 - Appointments may **NOT** be scheduled for the same day as the submission request.

Scheduling Exams

Hours of Operation

- CES hours are posted at the center and available online. Verify hours as they may change occasionally.

Student Responsibilities

- Students must schedule an appointment, once they receive email confirmation
- Plan to arrive with enough time to complete the exam.
- Be aware of potential waiting periods during peak times.

Instructor Responsibilities

- Provide a maximum time limit for the exam.
- Ensure students are aware of the scheduling process.

Exam Day Procedures

Student Arrival

- Students must arrive with enough time to complete the exam before closing time.
- Example: If the center closes at 6:00 PM and the exam duration is 2 hours, students must arrive by 4:00 PM.
- Students arriving 20 minutes past their scheduled appointment time will be required to reschedule
- Same-day rescheduling is possible if there's an open slot that allows completion within the maximum allowed time.

Proctoring Guidelines

- The CES Team will strictly adhere to the provided time limits.
- All exams will cease at closing time, regardless of completion status.

Retrieving Completed Exams

Methods of Retrieval

1. **Pick-up in Person: (Preferred method)**
 - Available during hours of operation at DWWC 221.
 - Instructors may need to present a photo ID.
2. **Email with Scanned Images:**
 - Allow at least two business days for scanning and sending.
 - During mid-terms and finals, allow three business days.

Security Measures

- Exams will not be returned via PONY mail.

- If unable to retrieve in person, designate an Academic Unit Assistant or Division Chair to collect materials. Notify CES of this designation in the Exam Form or by email.

Contact Information

For any questions or further assistance, please contact:

- Phone: 210-486-4346
- Location: DWWC 221