

## PROCTORING for MATH 1552

### Frequently Asked Questions

#### What is an exam time window?

To accommodate online students located in different time zones, your professor has allocated a **24-hour time window**. We are not able to extend time windows for exams without written permission from your faculty.

#### What if I cannot take my exam during the permitted time window?

Please contact your professor as soon as possible to discuss your options if you are not able to take your exam during the permitted time window. If your professor grants you permission to take the exam outside of the official time window, please let us know. You must send us your professor's written authorization to take your exam outside of the official time window.

#### How do I nominate a library or testing center?

To nominate a library/testing center, complete this [survey](#). You will need to provide contact information for the proctoring location.

- a public library, college library or testing center

#### What does completing the survey involve?

To complete the nomination survey, you will need to do the following:

- Provide your contact information
- Provide the library/testing center contact information
- Confirm that the library/testing center is able to meet specific requirements (such as print and scan your exams)
- Confirm that you will abide by the [Georgia Tech Academic Honor Code](#) at all times

#### What do I need to know about nominating a library or testing center?

Public libraries and testing centers can be used for proctoring your exams if they meet the following requirements:

- They must be able to monitor you as you take the complete exam.
- They must be able to monitor the timing for the length of the exam.
- They must be able to download and upload the exams to Gradescope, our exam management platform.
- They must be able to provide a separate room or quiet space where you are not disturbed during the exam session.
- When nominating the library or testing center, DO NOT nominate an individual person. You must enter the name of the library or testing center. The email address should be the official email address of the library or testing center.
- Note that costs may be associated with using a library or testing center for which students are responsible.

### What happens after I submit my nomination survey?

- After you answer all survey questions and submit your survey, you will be notified if the nomination was successful or if it was rejected.
- If your nomination was successful, the library/testing center will receive an email from Qualtrics with a request to complete the survey.
- **Please ask the library/testing center to look out for this email and complete the approval survey as soon as possible.**
- If the library/testing center meets the proctoring requirements and is approved, we will follow up directly with the library/testing center and provide instructions for administering your exams.

### What do I do if I need a new library/testing center?

If the library/testing cannot proctor your exams, complete the [nomination survey](#) again as soon as possible.

### How will the library/testing center know when I need to take an exam?

Please schedule your exam with the library/testing center. It is your responsibility to communicate with them and plan when to take your exam. When you schedule your exam, make sure you allow enough time to complete it and for the library/testing center to submit it to us within the timeframe permitted by your professor.

### How will the library/testing center receive my exams?

We will communicate directly with the library/testing center to provide instructions on accessing your exam through our secure exam management platform, Gradescope. The library/testing center will use Gradescope to securely download the exam and upload it after you complete the exam.

### How will my professor receive my completed exam?

The library/testing center is required to upload your completed exam to Gradescope within the permitted exam time window. We will then make it accessible to your professor. Please note the following about your access to your exam(s):

- You **may not** have access to your exam before or after your scheduled exam session.
- You must adhere to Georgia Tech's Academic Honor Code at all times.
- You may not share any information about the exam.

### Who can help me if I still have questions about MATH 1552 proctoring?

If you have additional questions, please email the Online Masters Support Team at [cdlops@pe.gatech.edu](mailto:cdlops@pe.gatech.edu)

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