

**OSA Seaver Exam Proctoring
Process and Policies**
student.accessibility@pepperdine.edu
301-506-6500
Pepperdine University - SAC 105

Click here for the

- [Seaver Exam Proctoring Request Form Fall 2024](#)
 - Click for the [video instructions](#)
 - Click for the [picture instructions](#)
 - [Seaver Change of Final Exam Form](#)
 - [Seaver Final Exam Schedules](#)
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1. Are you registered with OSA?

- **No** - Complete this step first: [How to register with OSA](#)
- **Yes** - Complete this step first: [How to complete a semester request](#)

2. Do you have exam accommodations and need to sign up for OSA proctoring?

- **No** - Skip to next question
- **Yes** - Complete a **Seaver Exam Proctoring Request Form (see above)**
 - Complete this as close to the second week of class as possible.
 - Consult each syllabus to find quiz and exam dates and complete the form
 - Note: OSA is unable to proctor any quiz or exam with less than seven (7) days Seaver Exam Proctoring Request Form Spring 2024 notice (see policies below)
 - Review Exam and Final Exam Policies within the form
 - Press Submit. You will receive a copy of the form
 - OSA will send you a calendar invitation regarding each exam. Please check your Pepperdine Google Calendar for confirmation or email or call OSA to confirm exams.

3. Do you have other accommodations?

- **No** - Have a wonderful day. Let us know if you have questions.
- **Yes** - See how to implement other accommodations on our [website](#).

Important Dates:

Fall 2024: Important Dates for **Midterm** Exams

- **Monday, August 19, 2024:** Seaver Fall 2024 Classes begin.
- **Friday, August 23, 2024:** Last day of Add/Drop period
- **Wednesday, August 28, 2024:** Students complete the Seaver Exam Proctor Request Form by this date to guarantee a space in our testing room.
- **After Wednesday, August 28, 2024:** Students continue to complete the Seaver Exam Proctor Request Form with the knowledge that OSA will not be able to proctor any exam requested with 7 days or less notice. (please see policies below)

Fall 2024: Important Dates for **Final** Exams

- **Friday, November 15, 2024:** Deadline for students to submit a Seaver Exam Proctor Request Form to guarantee your final will be taken at its original time and date with our office
 - **Changes to finals:** If changes to exam start time or date are necessary, complete a Change of Final Exam Form. This is a separate process for finals. (please select OSA in the dropdown menu)
- **Friday, November 22, 2024:** Deadline for students to submit and professors to approve the Change of Final Exam Form
- **After Friday, November 22, 2024:** OSA will not be accepting additional Seaver finals change requests.

Confirm final exam dates: [Seaver Final Exam Schedule](#)

Spring 2025: Important Dates for **Midterm** Exams

- **Monday, January 13, 2025:** Seaver Spring 2025 Classes begin.
- **Friday, January 17, 2025:** Last day of Add/Drop period
- **Wednesday, January 22, 2025:** Students complete the Seaver Exam Proctor Request Form by this date to guarantee a space in our testing room.
- **After Wednesday, January 22, 2025:** Students continue to complete the Seaver Exam Proctor Request Form with the knowledge that OSA will not be able to proctor any exam requested with 7 days or less notice. (please see policies below)

Spring 2025: Important Dates for **Final** Exams

- **Friday, April 4, 2025:** Deadline for students to submit a Seaver Exam Proctor Request Form to guarantee your final will be taken at its original time and date with our office
 - **Changes to finals:** If changes to exam start time or date are necessary, complete a Change of Final Exam Form. This is a separate process for finals. (please select OSA in the dropdown menu)
- **Friday, April 11, 2025:** Deadline for students to submit and professors to approve the Change of Final Exam Form

- **After Friday, April 11, 2025:** OSA will not be accepting additional Seaver finals change requests.

Confirm final exam dates: [Seaver Final Exam Schedule](#)

Summer Terms

Important Dates for Midterms and Final Exams

- **Three days:** Submit with at least three business days notice to guarantee a testing space with OSA
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Policies for Scheduling Exams in Fall/Spring Terms

- **Requesting OSA proctoring of Seaver Exams:**
 - Students must submit exam proctoring requests by 5:00 p.m. on the Wednesday after the add/drop week for fall and spring exams (see date above).
 - If the request is submitted after the Wednesday after add/drop week, OSA requires seven (7) day notice of request to proctor.
 - For example, a request to take an exam on Friday, September must be submitted by 5pm on Friday, TBD.
 - If a student submits an exam with less than seven (7) notice, the student has three options:
 - Take the exam at the original time without accommodations.
 - Determine if the professor can proctor the exam with accommodations
 - Determine if the professor will allow rescheduling with OSA for the following week.

Available OSA make-up proctoring times for the following week:

- Wednesdays
 - 8 a.m. -12 p.m. (exam must be completed by 4 p.m.)
 - Fridays
 - 8 a.m. - 3 p.m. (exam must be completed by 4 p.m.)
- **Rescheduling exams:**
 - **OSA is unable to make “same day” changes to the time of an exam.**
 - Any time changes for the same day must be made by 2pm the business day before the exam, with written email approval from the professor and OSA having the space available at that time.
 - Missing the deadline with OSA may not qualify as a circumstance that can be rescheduled.
 - OSA defers to professor syllabi in regard to any make-up, rescheduling, or emergency policies.
 - Professors must approve any changes to exam times and dates.
 - The professor is welcome, but is not required, to proctor the rescheduled exam at their own convenience.

- **How to reschedule midterms:** To change the date and time of an exam or reschedule, the student must write an email to the professor, with OSA copied, describing the situation and requesting permission for the option to reschedule to one of the available OSA rescheduling days. OSA must receive written permission from the professor regarding the request in order to move the midterm.
 - **Changes to finals:** If changes to exam start time or date are necessary, complete a Change of Final Exam Form. This is a separate process for finals. (please select OSA in the dropdown menu)
 - **Cancel exam proctoring request by emailing OSA**
 - To CANCEL an exam, the student must email student.accessibility@pepperdine.edu.
 - OSA will continue to keep your exam appointment even if you decline the calendar event invitation. You must email or call to cancel the exam proctoring.
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Policies for Exam Day

- **Personal Schedules:** OSA does not write notes to professors to excuse absences or tardiness due to overlapping exams.
- **Exam Timer Start:** We expect students to be ready to take the exam at the time it is scheduled. If there is a delay OSA will start the timer up to 15 minutes after the exam time.
- **Late exam entrance:** The student will not be allowed to start the exam 45 minutes after exam scheduled start time, or 30 minutes after the timer has been started, without professor written permission.
- **Absences to proctored exams:** *No show* to exam 3 times will lead to cancellation of all exam proctoring.
 - The student must contact OSA to confirm that they would like to continue taking exams with OSA if the student does not show up for a scheduled exam.
 - It is considered a *No Show* if the student does not contact OSA regarding the missed exam.
 - Three *No Show* exams will lead to canceled exams with OSA for the rest of the semester.
 - There is a process to reinstate exams if needed.
 - *No Shows* includes a student who arrives 45 minutes after the original scheduled start time of an exam.
- **Unauthorized use of electronics:** Unapproved electronics or materials in the exam room are an Academic Integrity Violation and will be reported.
 - Cell phones and wearable electronics (such as Apple watches and Fitbits) or other electronics are prohibited in the testing room. If a student is found with a cell phone or wearable electronic device or other electronics on their person during an exam, whether used on the exam or not, it will be considered an [academic integrity violation](#).
- **Unauthorized use of outside materials:** Outside materials not approved by my professor are not allowed in the testing room. Scratch paper is provided by the OSA office only upon request.

Personal scratch paper cannot be brought in. All materials must be returned to OSA upon completion of the exam.

- **All materials stay in the room during the exam:** All testing materials, including the exam, supporting materials, and any scratch paper given to me by OSA, must stay in the room at all times during the exam.
 - **Return all materials to OSA after the exam:** Return all testing materials, including the exam, supporting materials, and scratch paper, to the Office of Student Accessibility.
 - **Do not share content of the exam:** Do not share the content of the exam with other students in the class until the instructor returns the exams or posts the grades.
 - **Restroom policies:**
 - Students must sign in and out at the Office of Student Accessibility front desk before using the restroom while taking an exam.
 - In the case of an emergency, the student will alert the Office of Student Accessibility after they have used the restroom to account for their whereabouts while testing.
 - The student is not to leave the testing area during an exam except to use the restroom.
 - For any restroom break over 10 minutes OSA will notify the professor.
 - **Video recording:** Video recording may be in process during the exam.
 - **Turn in exam when proctor indicates:** Failure to submit your exam when the proctor calls time will result in a notice to your professor and a possible [academic integrity violation](#).
 - **Academic Integrity Committee reporting:** Any breach of this policy will be reported to the professor and to the appropriate Academic Integrity Committee.
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Specific information relating to Seaver Final Exams taken with OSA

- You will keep your phone with you as you enter the testing room
 - OSA staff will switch out your phone for your exam in the testing room, instead of beforehand
 - We will start everyone at the same time
 - Due to staffing restrictions, we cannot have students start 15 minutes early
 - You may be testing in another building
 - OSA uses alternative testing spaces during some finals timeslots
 - Check the lists when you first get in to see where you are seated. We will be going to alternative locations as a group
 - All 7:30pm exams will start at 6:30pm with OSA.
 - You will receive an email if this applies to you, and we have an Early Release Policy regarding staying in the OSA space without electronics until 7:30pm.
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All Seaver Students will be required to sign and initial the following prior to every proctored exam.

Academic Integrity Statement:

I agree to abide by the Academic Integrity Standards set forth by Pepperdine University listed in the Student Handbook and below:

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct.

Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; that we seek consistency between our inner self and our outward conduct.

We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments.

We do not condone any form of dishonesty - such as fraud, theft, cheating or plagiarism – as described more specifically in student, faculty, and staff handbooks and policies.

By initialing each statement, I agree to abide by these standards:

- **Unauthorized use of electronics:** I will not use any electronic devices (including cell phones and watches), or other electronics which are not approved by my professor and/or listed in my accommodations. I am aware that cell phones and wearable electronics (such as Apple watches and Fitbits) are prohibited in the testing room. If I am found with a cell phone, other electronics, or wearable electronic on my person during an exam, whether used on the exam or not, it will be considered an Academic Integrity Violation.
- **Unauthorized use of outside materials:** I will not bring any outside materials not approved by my professor into the testing room with me. I understand scratch paper is provided by the OSA office only upon request (I cannot bring in my own), and must be returned to OSA upon completion of the exam.
- **All materials stay in the room during the exam:** I will leave all testing materials, including the exam, supporting materials, and any scratch paper given to me by OSA, in the room at all times while taking my exam.
- **Return all materials to OSA after the exam:** I will return all testing materials, including the exam, supporting materials, and scratch paper, to the Office of Student Accessibility.
- **Do not share content of the exam:** I will not share the content of the exam with other students in the class until the instructor returns the exams or posts the grades.
- **Restroom policies:** I will inform the Office of Student Accessibility before using the restroom. In the case of an emergency, I will alert the Office of Student Accessibility after I have used the restroom to account for my whereabouts while testing. I understand I am not to leave the testing area during an exam except to use the restroom. Restroom breaks of 10 minutes or more will be reported to my professor.
- **Video recording:** I acknowledge that video recording may be in process as I take this exam.
- **Turn in exam when proctor indicates:** I acknowledge that I am to turn in my exam when the timer is up or if the proctor has indicated my time is complete. Failure to submit my exam after

my timer has expired and the proctor calls my time will result in a notice to my professor and a possible academic integrity violation.

- **Academic Integrity Committee reporting:** I acknowledge that any breach of this policy will be reported to my professor and to the appropriate Academic Integrity Committee.

Questions for OSA?

SAC 105

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