

**Proctoring Policy
UWF Emerald Coast
Fort Walton Beach Campus**

1. UWF students will need to complete a [proctor approval form](#) which must be approved by your professor/instructor.
2. Proctoring appointments should be made as early as possible in the semester.
 - **Cancelling or Rescheduling your appointment.** Due to the large numbers of students seeking proctoring services and the limited number of appointments available, if you need to cancel a scheduled appointment, please contact Andrea Rymer or Tom Schwingle no later than **48 hours** prior to your exam time, or as soon as possible if due to illness.
 - **Late Arrival.** A student will be considered “late” if they show up for their exam more than 15 minutes after their scheduled proctor time. If the student notifies the proctor before the 15-minute grace period expires, they may, at the discretion of the proctor, still be allowed to take the test if student agrees to a pro-rated exam time limit. If the student does not call before the 15-minute grace period expires, they will be asked to reschedule their appointment.
 - **No Show.** A student will be considered a “no show” if they miss their scheduled exam time without calling to notify our office **48 hours** prior to their appointment.

1st offense: The student will receive an e-mail after the first missed exam time, reminding them of the policy and advising them that they will be subject to the “no show” policy during the semester.

2nd offense: The student will receive an e-mail after the second missed exam time, informing them that they will no longer be able to schedule proctored exams for the semester at the Fort Walton Beach Campus.

3. The contacts for proctoring appointments at the Fort Walton Beach Campus are as follows:

Primary: Andrea Rymer Tel. (850) 863-6569 Email: arymer@uwf.edu
Alternate: Tom Schwingle Tel. (850) 863-6584 Email: tschwingle@uwf.edu

Exams for individual students will be proctored during regular business hours only. Andrea’s hours are **Monday – Thursday 8:00 a.m. - 4:00 p.m., and Fridays 8:00 a.m. - 12:00 p.m.** Tom’s hours are **Monday – Thursday 8:30 a.m. - 5:30 p.m., and Fridays 8:00 a.m. - 12:00 p.m.** All exams must be completed by closing time.

Whenever a class or “group” proctoring session is established, students will be expected to test with that group instead of individually. After hour proctoring is available for groups of 6 or more students. Group proctoring is usually scheduled by the professor/instructor.

4. There is no proctoring fee for UWF students however there is a \$25.00 service fee for non-UWF students.