

Course Exam Services (CES) at Northwest Vista College offers exam proctoring services students enrolled in Alamo Colleges courses with special circumstances, specifically:

- **Make-up exam** for students who miss an exam date
- **Exam accommodations** for students who have proper documentation

Exams are proctored by appointment only.

Students are responsible for scheduling an appointment at Course Exam Services during posted hours of operation.

Students will schedule an appointment according to the parameters set by the course instructor and arrive with enough time to complete their test. Students will present a valid picture ID. The CES Team cannot provide an exam to anyone who does not have a proper identification.

Students will be notified of the minimum and maximum amount of that is allowed by the instructor to spend on the exam.

Students may use materials allowed by the instructor. All other items will be given to the Testing Center Advisor. Those items may include food, drinks, cell phones, and other electronic devices.

Students are responsible for bringing allowed testing materials with them, including pens, pencils, scratch paper, calculators, etc.

Students will be quiet in the exam area. Talking or other disruptions will result in an exam being picked up and returned to the instructor, regardless of completion status.

Students must stay in the examination area until the test is complete unless otherwise allowed by the instructor.

Leaving the Testing Center will result in the exam being picked up and returned to the instructor.

Students will follow the Academic Integrity Policy (F.4.2). Scholastic dishonesty issues (e.g., academic misconduct, cheating, and collusion) will result in the exam being picked up and returned to the instructor. The instructor will be notified of the situation and may file an Academic Integrity Report. See the [Student Code of Conduct](#) for details.

All exams will be turned in by closing time, regardless of completion status, and given to the instructor.

These guidelines are intended to help staff in Course Exam Services provide the highest quality service to students and faculty while protecting the integrity of the test proctoring process.

If you have a special issue, please see a Testing Center Advisor.

If you have any questions, please call 210-486-4346 or visit DWWC 221.