Math & Science Resource Center Proctoring Services for Make-up Exams

Exam proctoring for individual students taking make-up and repeat exams is available to all math and science instructors. Before you submit a request for proctoring, please read the MSRC policy on exam proctoring, available as a PDF by clicking here.

In accordance with college policy, we do not proctor final exams.

Math & Science Resource Center Policy on Proctoring Exams
To ensure that exam proctoring in the MSRC is done in a manner that protects the integrity of the exam and is mindful of the overall goals and staff limitations of the MSRC, proctoring will be provided according to the following policy:

Proctoring Make-ups:
Mondays, 1:40pm – 2:55pm or 3:05pm – 4:20pm
Maximum of 10 students per session

1. Proctoring of individual student exams is available for courses taught in the Department of Sciences and the Department of Mathematics and Computer Science.

2. Exams are proctored by designated MSRC staff.

3. Exams must be scheduled at least one business day in advance. (Same day testing requests will not be accommodated)

4. To schedule an exam, professors should contact the MSRC via email (MSRC@jjay.cuny.edu) or in person. Note: exams cannot be scheduled at the reception.

   Information Needed to schedule a make-up is:
   - Students Name/EMPL ID
   - Date and time requesting
   - Drop off and pick up of exam
   - Time allotted
   - Calculator use (Y/N)
   - Any other items that are pertinent.

5. You may submit the exam by uploading to a Dropbox link provided by the MSRC, or dropping the exam off in person in a sealed envelope. (Please make sure to include: the student’s name, empl id, course, and confirmed make-up exam date & time).

7. No calculators, or any other material will be permitted unless specified in writing by the instructor.

8. Students must present ID when they arrive to take scheduled exams.

9. Completed exams must picked up from the MSRC.

Contact information for MSRC supervisory staff:

MSRC: MSRC@jjay.cuny.edu
Karina Castro-Gonzalez: kcastro-gonzalez@jjay.cuny.edu

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