

The Course Exam Center (CEC) at Northeast Lakeview College offers exam proctoring services under special circumstances for students enrolled in Alamo Colleges courses, specifically:

- **Make-up exam** for students who miss an exam date
- **Distance education exam** for online Alamo College courses that need a physical exam site
- **Accommodation exam** for students who have proper documentation

***DSS Accommodations** for students requiring a quiet room **must** plan accordingly. The quiet room is based on availability per student.

Students must present a valid picture ID. No picture ID. No exam. No exceptions.

Students must comply to department policy and guidelines in order to take their exam/test. No cell phones, No smart watches, No items allowed on head, i.e., hats, beanies, skullcaps, etc., No items allowed in pockets. All personal items will be turned in and or secured prior to testing with department personnel.

Students are responsible for knowing the CEC hours of operation. Students should verify hours posted at the center and [online](#) before taking a exam, as they may occasionally be subject to change.

Students may use the CEC on a walk-in basis. Students will be notified of the maximum time limit(the most amount of time allowed to spend on the exam). The CEC will strictly adhere to these guidelines.

Students must plan responsibly to arrive with adequate time to complete their exam. Students should keep in mind that there may be a waiting period during peak exam times.

Students may use only materials allowed by the instructor. Students must leave all items not necessary for the exam with the technician, including food, drinks, cell phones and electronic devices.

Students are responsible for bringing allowed exam materials. The CEC is not responsible for providing materials such as pen, pencils, scratch paper, calculators, etc.

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

Students must stay in the exam area until the exam is complete, unless otherwise allowed by instructor. Leaving the exam area will result in the exam being picked up and returned to the instructor. If you have a special issue, please see the technician.

Students must adhere to the Academic Integrity Policy. Scholastic dishonesty issues, including but not limited to 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 must be turned in by closing time, regardless of completion status, and will be returned to the instructor. Exam hours will not be extended under any circumstance.

These guidelines are intended to help the Course Exam Center provide quality service to students and faculty while protecting the integrity of the exam proctoring process. If you have any questions, please call 486-5177 or visit STCM 227.