**NetMath Proctoring Policy**

- **Scheduling an exam:**
  - Students must schedule their exam no later than two (2) business days *(Mon – Fri)* prior to the proposed date of the exam. Please go to [https://netmathproctor.youcanbook.me](https://netmathproctor.youcanbook.me) to schedule an exam.

- **Cancelling / Rescheduling an exam:**
  - If a student needs to cancel /reschedule, and it is less than 24 business hours *(M – F, 9am – 5pm)* prior to the scheduled exam, email [proctor@netmath.illinois.edu](mailto:proctor@netmath.illinois.edu) to cancel or reschedule your exam. Otherwise, the exam can be cancelled on the website.
  - Students who fail to appear for a scheduled exam or submit late notices to reschedule will be assessed a $20 fee that will be due at the beginning of the rescheduled exam.
    - Any student more than 15 minutes late for an exam will be considered a no-show and must pay the $20 fine to reschedule.
    - Multiple cancellations will result in a fine increase of $20 on top of the previous fine for each incident. Please see chart below.
    - Failure to pay at the start of the exam will result in the exam remaining ungraded until the fee has been paid.
  - An exam can be rescheduled up to three times. Further requests to reschedule an exam will be denied and the student must utilize other proctoring services.
    - Any combination of the above scenarios that result in multiple rescheduling appointments will result in denial.

- **Exam Procedures:**
  - Students must present current, valid government (federal or state issued) or school issued photo identification prior to taking the exam.
  - Students should bring their own writing utensils.
  - No books, calculators, computers, reference material, or notes are allowed during the exam.
  - Students should be respectful of others when arriving and leaving the testing area.
  - Time extensions past the allowed exam time or past the NetMath Proctoring service time are not allowed. Space and time availability are limited and the office cannot guarantee a proctoring space beyond the given time.

- **Penalty Fees**
  - Students that owe a penalty fee for either failure to show for a previously scheduled exam or failure to provide advance notification to reschedule are responsible for fee due before their next scheduled exam.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First (1st) Violation</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Second (2nd) Violation</strong></td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Third (3rd) Violation</strong></td>
<td>$60.00</td>
</tr>
<tr>
<td><strong>Fourth (4th) Violation</strong></td>
<td>Denial in scheduling future exams with NetMath Office</td>
</tr>
</tbody>
</table>

*NetMath offers proctoring free of charge as a benefit to students. Any abuse of this service limits the availability of this resource to other students. NetMath reserves the right to deny proctoring an exam for a student who has misused this service.*