SUPERVISED (PROCTORED) EXAMS

Quick! Have you submitted your proctor form for this term?
If not, it's time to get that taken care of:

1) Log in to GGU4YOU (the link is in the upper right corner of
   http://www.ggu.edu)

2) Then go to http://www.ggu.edu/student/examlocation.do

3) Fill in the Proctor Selection Form on that page

Failure to complete the Student Proctor Form will delay and/or prevent you from taking the required Supervised Exam(s).

You'll be notified by email as soon as your exam is ready. When notified, please call CyberCampus or your proctor to schedule your exam.

Questions about selecting proctors or scheduling your exam? Please email cybercampus@ggu.edu or phone, during business hours, 415-369-5250.

MORE INFORMATION ABOUT PROCTORED EXAMS

What is a supervised (proctored) exam?
    An exam (paper-based and/or web-based) that is administered under the supervision of an approved and appointed third party that has no affiliation to the course(s) taken by the student.

Do I have to take a supervised (proctored) exam?
    According to our accreditation agreement with the Western Association of Schools and Colleges (WASC) all CyberCampus (entirely online, excludes web-enhanced & mixed mode) courses will have at least one supervised exam per term.

Do students taking web-enhanced and mixed mode (includes VIP) courses have to take a Supervised (proctored) Exam?

No. Web-enhanced and mixed mode courses do not require a supervised (proctored) exam because they have online and in person class sessions, which satisfies the verification of identity requirement by our accrediting body (WASC).

Where can I take my Supervised Exam?

Any Golden Gate University campus/location
Any participating testing center location listed in the Consortium of College Testing Centers (CCTC)
An independent exam proctor approved by CyberCampus

How do I register my exam location with CyberCampus for my supervised exam?
By completing the Student Proctor Form, that will allow you to select either a GGU campus location, a member of (CCTC) or an independent exam proctor for your supervised exam.

If I complete the student proctor form, is my exam proctor automatically approved?
It depends. If you have selected a GGU Campus/Location or the CCTC to take your exam, your exam proctor is automatically approved.

If you have selected an independent exam proctor, your proctor is NOT automatically approved and is subject to verification and approval by the CyberCampus staff. Students who select will be notified via email if their exam proctor is approved.

Is there a deadline for registering my exam location?
Yes. Two weeks after the starting day of the term. Please check the academic calendar to determine when the term begins. If you have not registered yet please do so as soon as possible.

After registering my exam location what should I do?
Check in your course(s) syllabus and/or with your instructor to find out his/her exam dates.

How do I schedule my exam?
Contact your approved* exam location at least one week before your exam to verify receipt of the exam(s) and schedule a date and time with to take your exam. *Any Golden Gate University campus location or Consortium of College Testing Centers (CCTC)is automatically approved.

PLEASE NOTE: some exam locations may not allow scheduling a date and time unless the exam is received.

Exams at the San Francisco campus

• To schedule an exam, call CyberCampus 415-369-5250 or 800-GGU4YOU during regular business hours Monday-Friday 9 am to 5 pm. Exams at another GGU teaching site

• Students choosing to take their exam at one of the GGU regional campuses/locations can choose an exam date and time by contacting the appropriate campus. Phone numbers for each campus are provided below. Students having their exam proctored at a GGU regional campus will have to adhere to the office hours or exam proctor availability of that campus. For specific hours, please contact the regional campus directly.

Exams Using the CCTC

• Students choosing to take their exam at one of the CCTC locations can choose an exam date and time by contacting the appropriate institution. Students having their exam proctored at a CCTC location will have to adhere to the office hours, exam proctor availability and fees of the institution. For specific hours, please contact the institution directly (CTCC Web).

Exams Using an Independent Exam Supervisor

• If you wish to choose an independent exam proctor choose OPTION 3: Independent Exam Proctor when you complete and submit the Student Proctor Form (SPF). To ensure adequate time for the proctor approval process, you will be required to submit the completed forms no later than two weeks after the first day of class.

If your proctor has been approved or disapproved you will be notified. If disapproved, you will be sent the reason for denial of your original choice and you will need to complete a new Student Proctor Form.

Examples of suitable proctors are authorized university employees, college testing facilities, authorized employees at US military education centers, public employees of agencies such as libraries, police and fire departments, your employer and members of the (CCTC).

What if I need to change or cancel my scheduled exam during the exam period?

San Francisco Campus Students who schedule their supervised exams at the San Francisco Campus and decide to change or cancel their exam appointment date and/or time must contact CyberCampus at least 24 hours prior, or by 4:30 pm on the business day preceding the originally scheduled exam date.

GGU Regional Teaching Sites Students who schedule their supervised exams at a GGU regional campus/location and decide to change or cancel their exam appointment date and/or time must contact that campus/location at least 24 hours prior to the originally scheduled exam date. Independent Exam Supervisor and CCTC locations: Students who schedule their supervised exams with and Independent Exam Supervisor or (CCTC) and decide to change or cancel their exam appointment date and/or time must contact them in advance of the originally scheduled exam date. Please be aware of their specific hours.

What if I need to take my exam earlier or later than the exam period?
Generally students must take their exam during the exam period specified by the instructor. However, if there is an emergency or an unforeseen circumstance, you should contact your instructor to seek approval in writing via e-mail to take your exam on a date other than in the designated exam period. If approved, please forward e-mail to cybercampus@ggu.edu and take a copy to your exam so that your exam proctor is informed.

What are the phone numbers to exam locations?

EXAM LOCATION CONTACT INFO

CCTC Web: http://www.ncta-testing.org/cctc/find.php

Golden Gate University locations:
Los Angeles Phone: 213-623-6000   email: solson@ggu.edu
Silicon Valley Phone: 831-884-0900   email: monterey@ggu.edu
San Francisco Phone: 415-369-5250 email: cybercampus@ggu.edu
Seattle Phone: 206-622-9996   email: jmorgan@ggu.edu

What should I bring to the supervised exam?
A valid Photo ID and any materials that your instructor has indicated (e.g. pen, pencil, paper, calculator, notes, etc.) would be necessary to take your exam. Check with your instructor before taking your exam.

Can I use computers to take my exam?
It depends on if your instructor allows the use of computers on his/her exam. Please check with your instructor.