

New York Course Final Exam and Proctor Policy

IMPORTANT

The State of New York requires that the final exam for this course be proctored.

New York State Rules and Regulations states:

The course must include a proctored final examination which must be held at a location within New York State approved by the Department.

All examinations must be administered under supervision in accordance with the following policy to ensure that total security is provided for the examinations prior to, during, and after administration, as required by New York Law. Students are prohibited from copying or otherwise duplicating or reproducing examinations and examination questions. Examinations taken without proper supervision (as detailed below) may be not be credited toward the required passing score in the course. A student must score at least 70% for all courses (except 15-hr USPAP requiring 74%) and adhere to this final exam and proctor policy in order to pass the course.

Please note that falsifying proctor information will invalidate your examination score. Students who take an examination without an acceptable proctor (as detailed below) will be required to complete and pass an additional attempt in compliance with the policy before they will be awarded credit for the course examination. Students are given three chances to pass the proctored course final exam. Exam taken without an approved proctor or outside the following guidelines will be scored as a 0% and will count as a failed exam attempt.

General Proctoring Guidelines

Each attempt at the final exam must be supervised by a proctor from our list of locations approved by the State for our school to utilize. A proctor from our list must be present immediately before, during, and immediately after the exam. **Additionally, proctoring appointments must be scheduled through our school, not the proctor location directly** (more information below).

In-Person Proctoring Guidelines

Our school provides a list of proctors that we have had approved by the New York Department of State to proctor exams for our students. The list is sorted by city and includes the address of each facility as well as their general availability for proctoring. You will need to use the information in this list to select a location where you would like to take your exam. **Proctoring appointments must be scheduled in advance and must be made through our school.**

Scheduling an Exam

1. Complete the online portion of your course.
2. Visit our website or the documents section of your course for supplemental material.
3. Click on the link for the **MckNY Proctor List** to review approved locations.
4. To Schedule Your Proctored Exam – Click **NY Proctor Appointment Scheduling**
 - A. Using the general availability parameters for the facility on the proctor list, enter three different dates and times AT LEAST FOUR TO FIVE (4-5) BUSINESS DAYS AWAY during which you can take your exam.
 - B. Please pay special attention to the facility's general availability on the proctor list as requests outside these parameters cannot be accommodated.
 - C. The date and time combinations must be unique for the three options and should be entered in order of preference.

Once we receive this form, we will use the next 4-5 business days to try and schedule your proctored exam. **Calling our office will not expedite this process.** You will receive an email from our Grades Department confirming the exam date, time, and location once the appointment has been scheduled. We will make every attempt to accommodate your request; however, due to proctor limitations, we cannot guarantee the proctor will be available at the times/dates you request. We will contact you for additional availability, if necessary.

If you are unable to keep your scheduled appointment, it is your responsibility to contact the proctor to cancel. To reschedule your exam, you must re-submit the electronic scheduling request form.

Exam Information

On the day of your exam, please report to the appointed location at the date and time on your confirmation email. Make sure to bring a photo ID for verification. You should not bring any other materials except a calculator as they are not permitted while testing – this is a closed-book exam. You will not be allowed to leave the exam area for any reason during the exam. The proctor must monitor you during the entire exam process.

The proctor will check your photo ID to verify your identity before allowing you to start your exam.

After the student completes the paper final exam, the student and the proctor must sign the document that was sent with the final exam. Both the exam and the document must be mailed to the following address:

McKissock, LLC
218 Liberty Street
Warren, PA 16365