Add caeproctor@saonet.ucla.edu to email contact list, to avoid emails to spam/junk folder

☐ CAE Student Portal can be found on the CAE website: https://www.cae.ucla.edu/. Please go to the website for more detailed information.

☐ Request all exams through the Student Portal, quizzes, midterms & finals as soon as possible. **14 days prior notice for quizzes, midterms & finals.** You will not be able to access the online system less than 14 days prior to the exam.

☐ It is your responsibility to know your accommodations. Specifically, how long the class has for an exam and your accommodated time. Please go to the Student Portal under “My Schedule” to verify. If there is an error, please contact the CAE Proctoring Center, prior to your exam.

☐ Please confirm that ALL exams have been requested through the Student Portal, “My Schedule” link.

☐ On the evening prior to your exam (after 5:00pm), check the “My Schedule” link to confirm the location of your exam.

☐ We recommend that you let your professor know you are registered with CAE. In some cases the professor may provide the accommodations themselves.

| If you have missed the 2 week notice or need to schedule a make-up exam; please come to the Proctoring Center during our walk-in hours Mon – Thurs between 11am – 1pm or call to make an appointment. |
| **CAE Proctoring Center is located in Murphy A-242.** |
| **Phone 310-825-2651.** |
| caeproctor@saonet.ucla.edu |

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**ROLES & RESPONSIBILITIES PROCESS**

**Student** - Releases accommodation letter to be viewed by the professor in the CAE Faculty Portal

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**Student** - Request all quizzes, midterms and finals – at least 14 days prior to test

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**CAE** - 9 days prior to exam, CAE notifies professor of upcoming exam through the CAE Faculty Portal

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**Professor** - Fills out exam information and uploads exam to the Faculty Portal

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**Student** – Check the location of their exam (after 5:00pm on the evening prior)

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**CAE** - Administers exam to student

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**CAE** - Returns exam to the professor

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