

## MAKEUP TESTING PROCEDURES FOR INSTRUCTORS

Welcome to DVC's **Academic Proctoring Center** (*formerly Makeup Test Center*)  
Located in BFL-210, hours of operation for **Fall 2018** are:

### Semester Hours from September 10 through December 14, 2018

- Monday – 9:00AM – 11:00AM , and 4:00 PM to 8:00 PM
- Tuesday – 3:30 PM to 7:30 PM
- Wednesday – 3:30 PM to 7:30 PM
- Thursday – 3:30 PM to 7:30 PM
- Friday – 11:00 AM to 3:00 PM

Faculty planning to use the Center services should be sure to **plan the times that students arrive for appropriate testing times**, as Testing cannot stay operate outside its scheduled hours. In addition, faculty should be sure to go over the Faculty Senate approved *Guidelines For Use* to get a sense of the types of situations for which using the Center would be appropriate. In particular, please avoid sending large numbers of students to the Center for Testing.

The procedures for using the Academic Proctoring Center for testing are as follows:

1. The instructor should fill out the Instructor's Form (goes to the Proctor) and the Student Information form (goes to Student). The form, as well as a copy(ies) of the test, should be put into an envelope. **Please note that students NOT listed on the Instructor's Form will NOT be allowed to take a make-up test. Instructors should provide students with the student form and exam date/s information to show the Proctor.**
2. The envelope containing the test and the Instructor's Form should be either deposited into the locked **green Academic Proctoring Center Box** located by the mailroom or taken directly to the Center Testing room during its hours of operation. **Tests will be picked up from the Makeup Test Box 30 minutes before the scheduled opening of the Center for Testing on that day. Emailed exams CANNOT be accepted.**
3. The student should go to the Center on or before the deadline date for his/her exam, and present to the proctor either a **DVC ID Card or a valid California driver's license, California ID, passport, or other government-issued photo ID**. Students should be sure to arrive with enough time to complete the test during the hours of operation. Students must complete the exam during a single block of time, unless otherwise indicated by the instructor on the Instructor's Form. Blue books, pencils, pens, Scantrons forms are NOT provided. Scrap paper may be available.
4. The proctor will return the test, and all other materials including scratch paper, to the instructor through campus mail, unless the instructor indicates on the Instructor's Form that he/she will come to the Testing room personally during its hours of operation to pick up the exam.

We hope that Center will be a valuable resource for you and your students. For questions or comments, please email Obed Vázquez, Dean of English and Social Science Divisions, [ovazquez@dvc.edu](mailto:ovazquez@dvc.edu) or [makeuptest@dvc.edu](mailto:makeuptest@dvc.edu).