Academic Proctoring Center Rules

STUDENT INFORMATION

Instructors: please complete and provide this information to your student.

STUDENT NAME: ________________________________

INSTRUCTOR NAME: ____________________________

COURSE AND SECTION NUMBER: __________________

DEADLINE (must be taken by) DATE: __________________

TIME ALLOWED: ________________________________

If you are planning to use the Academic Proctoring Center services, you should be sure to **plan to arrive with enough time to complete your test before the Center closes.** Arrive at the Center, located in **BFL 210**, prepared (have all materials: Scantron form, BlueBook, pencil, calculator etc.) and be ready to follow the Rules.

**Before you arrive to take your test: Eat something healthy, drink water, and use the restroom.**

These rules help us ensure that students in the Academic Proctoring Center are following the DVC standards of Academic Honesty. Please comply with the Proctor’s requests to follow these rules.

- Show your DVC picture ID or other government ID (license) when requested.
- Turn off ALL electronic and communications devices, including earbuds and Smartwatches, and put them away.
- Clear your test work area of personal items. Place your **closed** backpacks at your feet.
- Work quietly and share the space with other students.
- Use only the scratch paper provided in the Center and submit it to the proctor with your test.
- Leave food and drink outside of the Center. Bottled water is allowed.
- Cooperate with the proctor if you are assigned a specific seat.
- Cooperate with the proctor if you are asked to stop any suspicious behavior, such as looking down at your lap, looking in a cap or backpack, looking around at other student’s work, etc. If suspicious behavior continues, the proctor may declare the test over, will collect exams and all materials, and ask you to leave.
- Follow the Student Code of Conduct as described in the DVC Catalog and handbook.
- Make other arrangements for guests, visitors or family members. We cannot allow non-students or those not taking tests to wait for you in the room.

**Center Hours for Spring 2020 Semester, February 18, 2020 – May 15, 2020 in BLF-210**

- Monday Closed // Tuesday 9:00am-12Noon // Wednesday 1:00pm-6:00pm
- Thursday 4:30pm-7:30pm // Friday 10:00am - 3:00pm

NOTE: Hours of operation will change for the last week of the term (May 18 through 22) and will be posted online and at the APC. **Revised: February 2020**