

Makeup Test Center Rules

STUDENT INFORMATION

Instructors: please provide this information to your student.

If you are planning to use the Makeup Test Center services, you should be sure to **plan the time that you arrive at the Center located in BFL 210, prepared and ready to follow the Center Rules.**

These rules help us ensure that students in the Makeup Test 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 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 Makeup Test Center and submit it to the proctor with your test.

Leave food and drink outside of the Makeup Test 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.

STUDENT NAME: _____

INSTRUCTOR NAME: _____

COURSE AND SECTION NUMBER: _____

DEADLINE DATE: _____

TIME ALLOWED: _____

Center Hours for Fall 2018 Semester, September 10 – December 14, 2018, in BLF-210

**Monday 9am-11am, 3:30pm-7:30pm // Tuesday 3:30pm-7:30pm // Wednesday 3:30pm-7:30pm //
Thursday 3:30pm-7:30pm //Friday 11:00am - 3:00pm**