Academic Proctoring Center Rules
(formerly Makeup Test Center)

STUDENT INFORMATION

Instructors: please provide this information to your student.

If you are planning to use the Academic Proctoring 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.

STUDENT NAME: ____________________________________________

INSTRUCTOR NAME: __________________________________________

COURSE AND SECTION NUMBER: __________________________________________

DEADLINE DATE: ___________________ TIME ALLOWED: _____________

These rules help us ensure that students in the 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.- NO PHONE ID’S accepted.

Turn off ALL electronic and communications devices and put them away. (ear audio devices included)

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. Incident will be reported to the Instructor when exam is returned.

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 22, 2020 in BLF-210

Monday- CLOSED // Tues: 9:00 am – 12:00 noon//Wed 1:00 pm- 6:00 pm // Thurs 4:30 pm - 7:30 pm // Friday 10:00 am - 3:00pm

Revised 20 February 2020