

## **Academic Proctor Center-Procedures for Instructors**

### **Welcome to DVC's Academic Proctoring Center in the Assessment Center (SSC-140)**

Please visit our site for the Center Hours

[www.dvc.edu/apc](http://www.dvc.edu/apc)

The Academic Proctoring Center (APC) is designed to be used by students who missed an exam due to unforeseen circumstances (illness, family emergency, school event, etc.). Please avoid sending large numbers of students on the same date and time. No appointments are necessary; however, students and faculty should plan ahead, ensuring that exams can be completed during the scheduled hours. The procedures for using the Academic Proctoring Center are as follows:

1. The instructor should provide one proctor form and one test for each student. Instructors should provide students with the completed Student Information Form and exam date(s) information to show the proctor. If the information on both forms do not match, the proctor will abide by the form delivered in person to the APC or the mailbox. Note: It is important to include the allotted time allowed to take the exam. If this box is left empty, the proctor will allow time matching one class session for the section the student is registered in.
2. The envelope containing the test and the Academic Proctor Form should be either deposited into the locked green APC drop box located in the mailroom or taken directly to SSC-140 during the hours of operation. Tests will be picked up from the mailbox 30 minutes before the scheduled opening of the APC for that day.
3. The student should go to the APC on or before the deadline date for the exam and present a physical photo ID such as a DVC ID card, driver's license or passport and the Student Information form. Copies of IDs or photos in a phone will not be accepted. Students should 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 APC form. Blue books, scantron forms, calculators, and other materials must be supplied by the student.
4. The APC staff will return the test, and all other materials to the instructor through campus mail. Instructors may indicate on the APC Instruction Form that they will come to the Assessment Center during business hours to pick up the exam in person.

We hope that the Academic Proctor Center will be a valuable resource for you and your students. For questions, please contact us at [assessmentcenter@dvc.edu](mailto:assessmentcenter@dvc.edu).