

Academic Proctoring Center-Rules of Use

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.

Before Your Test:

- Arrive to the Assessment Center (SSC, room 104) with enough time to complete the exam/test.
- Physical photo ID is required and will be verified at checking in, this will be held until completion of your exam.
- Sign into the binder provided.
- Verify the class/test that you are taking.
- Leave all food and drinks outside of the testing room.
- Turn off ALL electronic and communication devices, including (but not limited to) cell phones, ear phones, translators, smart watches, etc.
- Cooperate with the proctor if you are assigned a specific seat.
- For liability issues, and out of respect for others in the APC, we cannot allow non-students or those not taking tests to wait for you in the room/lobby.

In the Testing Room:

- Only testing materials on the workspace.
- Place personal items beneath the table.
- Remove your hood.
- Work quietly and share the space with other students.
- Use only the scratch paper provided and return it to the proctor with your test.
- Cooperate with the proctor if they ask you to stop any suspicious behavior, including but not limited to, looking down in your lap, at your cap, hat, or backpack, looking around at other students' work, etc. If suspicious behavior continues, the proctor may declare the test over, ask you to leave, and contact your instructor.
 - Follow the [Student Code of Conduct](#) as described in the [DVC Catalog](#).