

Academic Proctoring Center Student Rules and Information

Instructors: please complete and provide this form to your student

If students require accommodations for a disability, please contact the Disability Support Services Department (www.dvc.edu/dss)

STUDENT NAME: _____ ID# _____

INSTRUCTOR NAME: _____

COURSE AND SECTION NUMBER: _____

DEADLINE DATE (must be taken by): _____

TIME ALLOWED: _____ hours _____ minutes

- If you are planning to use the Academic Proctoring Center, please arrive with enough time to complete the exam during the drop-in session. Arrive at the Assessment Center with all materials needed 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 APC are following the DVC standards of academic honesty. Please comply with the proctor's requests to follow these rules.
- Provide physical photo ID, DVC ID card or government issued ID.
- Turn off ALL electronic communications devices, including (but not limited to) earbuds, smartwatches, translators, phones, etc.
- Remove your hood.
- Keep all personal items under the table, only testing materials may remain on the desk.
- Work quietly and share the space with other students.
- Use the scratch paper provided by the Center and submit it with your exam once finished.
- Leave food and drinks outside of the testing room.
- 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, backpack, other student's work, etc. If suspicious behavior continues, the proctor may declare the test over, collect your exam, and all materials, and ask you to leave. A follow up will be sent to the instructor.
- Follow the Student Code of Conduct as described in the DVC Catalog and handbook.
- For liability reasons, we are unable to accommodate non-test takers in the room/lobby.

Please visit our site for the Center Hours

www.dvc.edu/apc

Questions? Contact us at: assessmentcenter@dvc.edu