



### DCTC TESTING CENTER PROCTORING POLICY

The Center for Student Success will proctor make-up quizzes and exams for DCTC students.

- Instructor Name: \_\_\_\_\_
- Course Name: \_\_\_\_\_
- Student Name: \_\_\_\_\_
- Special Instructions: \_\_\_\_\_
- Test Date and Time: \_\_\_\_\_
- Test Completed by Date/Time: \_\_\_\_\_
  - Minutes allotted for in-class completion: \_\_\_\_\_

#### Instructors:

- Arrangements must be made 48 hours in advance with Karianne Loula, the Testing Coordinator & Advisor.
- It is the responsibility of the instructor to drop off by the test date & time and pick up the designated quiz/exam at the Center for Student Success front desk.
- Faculty must indicate any special instructions for quiz/exam (examples include: class notes, textbooks, calculators that may be used).

#### DCTC Students:

- Students are not allowed to leave the Testing Center with the quiz/test or test-related materials.
- No food or drink will be allowed in the Testing Center/Center for Student Success while taking the quiz/exam.
- All personal items (backpack, purse, cell phone, wallet, etc.) must be placed in the lockers behind the Center for Student Success and locked.

Additional questions or concerns can be directed to Karianne Loula, Testing Coordinator & Advisor at 651-423-8583 or [karianne.loula@dctc.edu](mailto:karianne.loula@dctc.edu).