



DCTC TESTING CENTER PROCTORING POLICY

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

Instructor Name:

Course Name:

Student Name:

Special Instructions:

Today's Date:

Test Completed by Date/Time:

Minutes allotted for in-class completion:

Instructors:

- Arrangements must be made 48 hours in advance with The Testing Center Coordinator.
- It is the responsibility of the instructor to drop off and pick up the designated quiz/test in the Testing Center (Room 2-141).
- Faculty must indicate any special instructions for quiz/exam (examples include: class notes, textbooks, calculators that may be used).

DCTC Students:

- It's the student's responsibility to schedule an appointment with the Testing Center.
- Student must bring a photo ID with them on the testing date.
- Students are not allowed to leave the Testing Center with the quiz/test or test related materials
- Students will only be allowed to bring their test and a pencil in the testing room, unless stated in writing from the instructor.
- All phones, books, bags, notes, jackets, food and beverages etc. will be placed in lockers (and locked) behind the Testing Centers front desk.
- All tests will be proctored by the Testing Center Coordinator.

Additional questions or concerns can be directed to Miriam Vergara, Testing & Outreach Coordinator at 651-423-8565 or miriam.vergara@dctc.edu