Sierra College Testing Center Proctor Form: Rocklin

The Testing Center is Located in LR 402B

* A Sierra College Student ID Card is required for all testing.

**Testing Center Policies. Please Read:**

- Exams will **not be accepted via email**: all exams must be printed and delivered to the Testing Center. The Testing Center will **not** print exams.
- Exams must be accompanied by this completed test proctoring form.
- Student-delivered exams must be securely sealed in an envelope with a completed test proctoring form.
- The Testing Center does not proctor entire classes.
- Make-up exams are to be proctored for students with a legitimate need: personal medical or family emergencies, participation in College team sports or legitimate academic events. Faculty should verify need with a student prior to arranging a make-up exam.
- The Testing Center does not allow the use of lap tops, cell phones, head phones, electronic dictionaries or other electronic devices.
- Each student must present a Sierra College Student ID card.
- Each DSPS student must present a Sierra College Student ID card and a DSPS accommodation form.
- All exams will be proctored on a first-come, first-served basis; specific testing times cannot be guaranteed.

**Proctoring instructions:**

Today’s Date_____________________
Instructor’s name ___________________ Student’s name ___________________
Date test begins ___________________ Date test ends ___________________
Class ___________________________ Test or Quiz name ___________________

How much time is **this student** allowed for this exam (including DSPS accommodation)? _________

How should the exam be returned to instructor? □ Inter-office Mail □ Instructor pick up □ Student hand deliver

□ No resource materials allowed □ None – Answer on Exam
□ Scientific calculator □ Bluebook
□ Graphing calculator □ Scantron (specify type) ___________
□ Dictionary ___________________
□ Other _______________________
□ Scratch paper _________________
□ Books _______________________
□ Notes ________________________
□ Other ________________________

**Additional instructions:**
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Are you: Part Time? Provide Contact Number __________________________ or Full-Time? Provide Office Location ___________

Return to: Rocklin Campus NCC RG Truckee Campus

Instructor’s Signature ___________________________________________

lhayward@sierracollege.edu

Dated 1/21/15 jr