Testing Center Proctor Form: Rocklin

Assessment/Testing Center
Location: LT-1 **Phone:** (916) 660-7430
Email: testingcenter@sierracollege.edu
Spring & Fall Hours: Monday-Thursday: 8am – 7pm; Friday: 8am - 5pm
Summer Hours: Monday-Thursday: 8am – 7pm; Closed Friday

For Office Use Only:
Date Delivered:_____
Staff Initials:_____
Delivery Method:_____

Testing Center Policies:

1. Valid photo ID is required for all testing.
2. Only one student per proctor form. A Testing Center Proctor Form must accompany every test or quiz.
3. The Testing Center does not proctor entire classes or online classes.
4. Tests and quizzes will not be accepted via email: All tests and quizzes must be printed and delivered to the Testing Center.
5. The Testing Center will not print tests or quizzes.
6. Student-delivered tests or quizzes must be securely sealed in an envelope with a completed Testing Center Proctor Form.
7. The Testing Center does not allow the use of laptops, cell phones, headphones, smart watches, electronic dictionaries or other electronic devices. No exceptions.
8. DSPS students are responsible for providing their current DSPS accommodation form during every testing visit.
9. All tests and quizzes will be proctored on a first-come, first-served basis (including appointments for private rooms).

Proctoring Instructions – Please print clearly below:

Student Name_____
Student ID #_____
Course Name & Number_____
Test or Quiz Name_____

Instructor Name_____
Date Test Begins_____
Date Test Ends_____
Return Delivery Method
- □Inter-Office Mail
- □Instructor Pick-up
- □Student Hand Delivery

Reason for Test or Quiz:
□ Missed/Make-up Test or Quiz □ DSPS Academic Accommodation(s) □ Incomplete Academic Work

Time Parameters for Test or Quiz:
- How much time does the *CLASS* have for the test or quiz? _____hrs _____mins
- Does this student get: □ Same time as regular class time
  □ Alternate test time amount (include DSPS accommodation) ____hrs ____mins

Test or Quiz Instructions:
- What answer materials are allowed for this test or quiz?
  □ None –Answer on Test or Quiz □ Scantron (specify type) _____
  □ Bluebook □ Other _____
- Are resource materials allowed for this test or quiz? □Yes □No
- If resource materials **ARE** allowed, please select from the boxes below:
  □ Scientific calculator □ Books _____
  □ Graphing calculator □ Notes _____
  □ Dictionary _____ □ Other _____
  □ Scratch paper_____

Additional Instructions for the Test or Quiz:
_____
_____

Instructor Information (required):

□Full-Time Faculty (Office Location:_____) □Part-Time Faculty

Contact Phone Number: (_____)_____
Campus: □Rocklin □NCC □Roseville □Tahoe-Truckee
Instructor Signature (required)_____
Date