



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
 - Bluebook
 - Scantron (specify type) _____
 - 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
 - Graphing calculator
 - Dictionary _____
 - Scratch paper _____
 - Books _____
 - Notes _____
 - Other _____

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 _____