



# Testing Center Proctor Form: Rocklin

Assessment/Testing Center

Location: LT-1

(916) 660-7430

[testingcenter@sierracollege.edu](mailto:testingcenter@sierracollege.edu)

**Hours Spring 2022:** Monday-Thursday: 8am – 5pm; Friday: 9am - 12pm

*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 \_\_\_\_\_