



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 – 6pm; Closed Friday

<i>For Office Use Only:</i>	
Date Delivered:	_____
Staff Initials:	_____
Delivery Method:	_____

Testing Center Policies:

- Valid photo ID is required for all testing.
- Only one student per proctor form. A Testing Center Proctor Form must accompany every test or quiz.
- The Testing Center does not proctor entire classes or online classes.
- Tests and quizzes will not be accepted via email: All tests and quizzes must be printed and delivered to the Testing Center.
- The Testing Center will not print tests or quizzes.
- Student-delivered tests or quizzes must be securely sealed in an envelope with a completed Testing Center Proctor Form.
- The Testing Center does not allow the use of laptops, cell phones, headphones, smart watches, electronic dictionaries or other electronic devices. No exceptions.
- DSPS students are responsible for providing their current DSPS accommodation form during every testing visit.
- 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 _____