



8.3.10

Proctoring Services for non-SRJC Exams  
National College Testing Association (NCTA)  
Professional Standards & Guidelines  
ADOPTED: JULY 16, 2008  
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In recognition of the College's community service mission, the Board shall establish policy and procedures wherein District facilities can serve as a venue for students to take proctored examinations for courses originating from other institutions of higher education.

The Proctored Test practices in the in the Sonoma County Community College District shall adhere to the Professional Standards and Guidelines established by the National College Testing Association (NCTA). As required by NCTA, the District shall join the established Consortium of College Testing Centers (CCTC).

CCTC membership allows students enrolled in distance or other courses to take examinations required by those courses at other institutions of higher learning, rather than having to travel to the original institution for evaluative purposes. By participating in the Consortium the District shall be able to offer examinees testing, either through the World Wide Web on a computer browser, or by traditional paper-pencil means, at a reasonable rate in a controlled, proctored environment.

The Proctor(s) or examination administrator(s) will be specifically trained regular Assessment Services staff or their designee. They will be informed thoroughly about testing procedures as determined by the college/university from which the exam originates, the importance of test security, and the implications of testing irregularities.

Students shall be required to pay a fee for exam proctoring (See Policy 5.4 and Procedures 5.4P Student Fees) that is within the range of other published national proctoring services, The amount of the fee shall cover staff and material expenses and shall be reviewed and updated as required.