

The following Procedures shall apply to all Distance Examination Proctoring done throughout the District.

1. Scheduling

All examinations must be scheduled by prior contact between the test provider, the SRJC Testing Coordinator or designee, and the examinee. It is the responsibility of the examinee to initiate such contact. Proctored exams shall be scheduled one Monday per month at Petaluma Campus and three Fridays per month at Santa Rosa Campus.

2. Charges and Fees

Fees shall be determined by the Sonoma County Junior College District (SCJCD) and shall generally be paid by the examinee unless the test provider agrees to pay them.

3. Student Responsibilities

Students shall:

- A. Contact the Assessment/Testing Services Center to schedule an appointment for an examination requiring proctoring.
- B. Pre-pay any examination proctoring fee at either the SRJC or Petaluma campus prior to the examination. (At the Santa Rosa Campus go to the Cashier's Window located in Bailey Hall to pay your testing fees. At the Petaluma Campus go to the Accounting Office, located in the Richard W. Call building, room 606 to pay testing fees.)
- C. Bring the fee receipt to the Assessment Center along with photo ID and in order to be permitted to take the test.
- D. All examinees must surrender any cell phone, PDAs, etc., upon entry to the exam location. Each electronic device surrendered shall be placed in a zip bag with a piece of paper with the candidates name on it and held until the close of the session.
- E. Requests for disability accommodations must be submitted well in advance to the Disability Resources Department for authorization. There shall be no additional proctoring fees for the provision of accommodations, including extended testing time.

4. Assessment Department Responsibilities

The Assessment Department shall:

- A. At first contact, provide the student with instructions for their college to send the exam by e-mail or U.S mail to the Santa Rosa Campus. If coming by e-mail, explain that it must be coming from an .edu address; if coming by U.S. mail, the exam must arrive in an envelope with college letterhead addressed to the SRJC Testing Coordinator.

- B. Require the student to call and check with the Testing Coordinator to determine if we have received their exam before they schedule their appointment. Appointments can be made during regular business hours. Always remind the student that their Testing Fee for a proctored exam must be paid to the SRJC Cashier before the test will be administered.
- C. Open the test, read the directions and fill out the Proctor Verification Form.
- D. After checking for special instructions such as open or closed book, notes allowed, etc., schedule the student and start the time if as required. Be sure to note start and stop times on the directions.
- E. Follow directions for sending the exams back to the college, put the test date on the "received/stamped" cover letter, sign your name and put in file drawer under Proctored Exams sent. Do not leave exams on desks or within filing cabinets. They are to be filed immediately.

5. Examiner Responsibilities

Examiners shall:

- A. Verify photo identification from a school, employer, government agency, or other source, as specified by the test provider, checking to see that the signature and photo match the person presenting the identification.
- B. Actively monitor the testing room but shall not monitor screen content, which must be controlled by testing software from the test provider in the case of web-based examinations.
- C. Be responsible and competent to receive and follow all other reasonable instructions from the test provider, such as timing the exam, providing scratch paper, pencils, etc.

6. Physical Setting

The examiner shall provide a quiet environment with acceptable test-taking conditions. The room shall be dedicated to testing (but can utilize various types of testing) during the scheduled session and shall have controlled access. Appropriate lighting, temperature control, and noise restrictions must be considered.

7. Test Provider Responsibilities

The examination provider shall be responsible for specifying to the examiner/Testing Coordinator any restrictions on testing materials, including books, notes, instruments, and other aids. For web-based examinations, the test provider shall also implement any restrictions and controls on the software used to deliver the tests and shall supply the examiner/Testing Coordinator with minimum hardware configurations, necessary passwords, and all other pertinent instructions prior to the day of the examination.

Each four year college/university that has a partnership established with Sonoma County Junior College District shall receive written notice of SRJC Assessment Testing Services policy:

- A. Materials for all Distance Education examinations are to be addressed to the responsibility of the SRJC Testing Coordinator who shall in turn assign current Testing Technicians to proctor the scheduled tests.
- B. Completed tests shall be returned to the college/university via regular mail on the day of the test.
- C. Only district employees authorized by the Assessment Services Center shall be permitted to contract individually with colleges/universities or otherwise represent themselves as "testing personnel" of the district.

8. Other

- A. Testing fees are based on the session rate or semester rate, regardless of the actual hours required to take to test.
- B. All testing payment is non-refundable. If for some reason payment is made but the student decides not to take the test, they **MUST** retain their receipt and reschedule the exam date with the Testing Center. Students may use their receipt to take a test at a later date; but all payments expire at the end of the semester.
- C. No student shall be allowed to take a test without an SRJC payment receipt.
- D. A separate dated receipt is required for each test taken unless a student has paid for “all semester” testing. In such cases, a student will need to bring the semester length receipt each time they take a test in the Assessment Center.