



# Test Proctoring Rules

Woodland Community College DSPS is responsible for enforcing the instructors' exam conditions and test security in addition to providing a student with their approved exam accommodations. These regulations are in place to provide testing security and to ensure the integrity of alternative testing accommodations. Students are required to take the exam during the time the class is scheduled. Test times are set by instructors and cannot be changed by DSPS without approval from the instructor. Students are responsible for contacting their instructor if a time needs to be changed. DSPS requires a written approval from the instructor regarding the approved change 3 days before the exam date to implement the change.

**By taking an exam administered by DSPS, a student agrees to all of the following Alternative Testing Regulations:**

## **Preparing for Testing Accommodations**

- Each semester, it is the student's responsibility, to pick up, fill out and return the test proctoring forms from DSPS. Test proctoring forms will only be implemented if signed off by both the instructor and student.
- **Exams will NOT be administered on a "walk-in" basis.**
  - Students must make a testing appointment with DSPS no later than **3 DSPS business days BEFORE the date of the exam.**
  - Students who require test proctoring after 5 p.m. must give **5 DSPS business days BEFORE the date of the exam with special permission from DSPS to ensure evening proctoring.**
  - Students who require a scribe or a test in an alternate format (e.g. Braille) must give 7 **DSPS business days BEFORE the date of the exam.**
- If your instructor agrees to give you more time than indicated on your test proctoring form, he/she must send notification to DSPS in writing prior to the test.

## **On Test Day**

- Students must come to the testing appointments with all necessary supplies (e.g. scantron, pen, pencil, blue book).
- **Students must arrive on time for testing appointments - Any late time will be deducted from the total exam time.**
- Students need to double check their exam to ensure it is the correct test.
- Students are encouraged to review the test at the beginning of the exam if they need to ask the instructor for clarification.
- If student misses their scheduled exam, the student is required to get written permission from the instructor to retake it on another day.

### **Testing Room Rules**

- No personal belongings of any kind (including cell phones, purses, back packs) are allowed in the testing room.
- No food or drink is allowed in the testing room.
- Staff may enter the accommodations room at any time while monitoring a test.

### **Breaks**

- Students should use the bathroom before testing.
- Students may not leave the test area during an exam unless it is part of an accommodation. DSPS must be notified and the test given to DSPS staff.
- Students may **NOT** use a cell phone, return to their vehicles or leave the building during the exam process.

### **Academic Dishonesty**

- If any evidence of academic dishonesty (cheating) or use of cell phones, etc. is discovered, the test will be terminated immediately and all materials will be confiscated.
- The course instructor and Vice President of the college will be notified immediately.
- Course penalties and disciplinary action will be determined by them in accordance with standard policies and procedures stated in the WCC Catalog.

### **Suspension of Testing Services**

- Services may be suspended for missing test appointments without notifying DSPS staff or failing to schedule exams as described above.
- Services may be suspended if student is suspected of cheating.
- Services may be suspended for failure to follow any of the regulations listed above.
- If services are suspended, a meeting with the DSPS Coordinator will be required before services can resume.

**I have read and understand the conditions of this contract and agree to abide by the policies stated.**

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Signature of Student

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Date