

Instructor Exam Procedures for Using the Academic Proctoring Center Fall 2009

How does the process work for a Make Up Exam?

1. Decide on a timeframe that your student is allowed to make up the exam keeping in mind that the APC requires a three business day notice.
2. Communicate this timeframe to your student and on the Test Transmittal Form that must accompany the exam you send to the Academic Proctoring Center.
3. Send the Test Transmittal Form and exam to proctoringcenter@miracosta.edu.
4. Tell your student to make an appointment for their exam before their exam deadline that you discussed and listed on the Test Transmittal Form. Appointments cannot be made for students unless the exam has been received.
5. Direct students to our website www.miracosta.edu/StudentServices/ProctoringCenter for information about required appointment scheduling.
6. You will receive an email when your student completes their exam and your exam will be sent back to you. You will not receive an email if your student did not take the exam in the timeframe indicated on the test Transmittal form.

How do I send the exam(s) for my Online Students that are required to come to the Academic Proctoring Center?

<i>If your exam is paper/pencil:</i>	<i>If your exam is on Blackboard:</i>
<ol style="list-style-type: none">1. Complete the electronic Test Transmittal Form; save the document so that it can be accessed and used as an attachment.2. Create an email message to proctoringcenter@miracosta.edu. The Test Transmittal Form <i>and</i> the Exam must be attached to this email. This email is viewed by the designated Academic Proctoring Center Proctors only. Please note: if emailing the exam is not a viable option for you, contact the Academic Proctoring Center at 6471 for Oceanside and/or 7752 for San Elijo to arrange an alternative delivery method.	<ol style="list-style-type: none">1. Complete the electronic Test Transmittal Form; save the document so that it can be accessed and used as an attachment.2. Your exam must be set with specific criteria in order to eliminate the chance of losing exam answers in the event of a loss of connection or other technology issue. Contact proctoringcenter@miracosta.edu or at extension 6471 for information on how to set up your exam.

How do I pick up my completed exam(s)?

You will indicate the preferred method to receive the completed exam(s) on the Test Transmittal Form.

How do I know when my student takes the exam?

After the exam and Test Transmittal Form have been submitted, you will tell your student to schedule an appointment with the Academic Proctoring Center during the timeframe that is indicated on the Test Transmittal Form. All students taking exams in the Academic Proctoring Center must adhere to the Policies for Using the APC as outlined on the Academic Proctoring Center website. You will receive a confirmation email when your student has finished taking the exam.

**Instructor Exam Procedures for Using the Academic Proctoring Center
Fall 2009**

Hours starting September 8th until December 6th:

Oceanside Campus located in Room 3333 (next to Admissions)	
Mondays	9:00 am – 4:00 pm
Tuesdays	9:00 am – 4:00 pm
Wednesdays	1:00 pm – 8:00 pm
Thursdays	1:00 pm – 8:00 pm
Fridays	9:00 am – 4:00 pm

San Elijo Campus located in Room 101 (next to Library)	
Mondays	Closed
Tuesdays	9:00 am – 4:00 pm
Wednesdays	9:00 am – 4:00 pm
Thursdays	1:00 pm – 8:00 pm
Fridays	Closed

Hours for the week of December 7th – December 12th:

Day of Week	Date	Oceanside Hours:
Monday	12/7	9am – 4pm
Tuesday	12/8	9am – 4pm
Wednesday	12/9	9am – 9pm
Thursday	12/10	9am – 9pm
Friday	12/11	9am – 4pm
Saturday	12/12	9am – 4pm

Day of Week	Date	San Elijo Hours:
Monday	12/7	Closed
Tuesday	12/8	9:00 am – 4:00 pm
Wednesday	12/9	9:00 am – 4:00 pm
Thursday	12/10	1:00 pm – 8:00 pm
Friday	12/11	Closed
Saturday	12/12	Closed

Instructor Exam Procedures for Using the Academic Proctoring Center Fall 2009
--

Week of December 14th – December 18th:

Day of Week	Date	Oceanside Hours:
Monday	12/14	9am – 9pm
Tuesday	12/15	
Wednesday	12/16	
Thursday	12/17	
Friday	12/18	9am – 4pm

Day of Week	Date	San Elijo Hours:
Monday	12/14	<i>Paper/Pencil Exams</i> 12:00 pm – 8:00 pm
		<i>Computer Exams</i> 4:30 pm – 8:00 pm
Tuesday	12/15	<i>Paper/Pencil Exams</i> 12:00 pm – 8:00 pm
		<i>Computer Exams</i> 4:30 pm – 8:00 pm
Wednesday	12/16	<i>Paper/Pencil Exams</i> 12:00 pm – 8:00 pm
		<i>Computer Exams</i> 4:30 pm – 8:00 pm
Thursday	12/17	<i>Paper/Pencil Exams</i> 12:00 pm – 8:00 pm
		<i>Computer Exams</i> 4:30 pm – 8:00 pm
Friday	12/18	<i>Paper/Pencil Exams</i> 8:30 am – 4:00 pm
		<i>No Computer Exams</i>

All testing materials are collected at the closing time of the Academic Proctoring Center, regardless of whether the student has completed the exam.

Students may choose from the following methods to schedule an appointment:

Phone – 760-757-2121 ext. 6471 or 760-944-4449 ext. 7752

Online - <http://www.miracosta.edu/StudentServices/ProctoringCenter/schedule.htm>

Students will be required to provide an acceptable form of identification in order to take an exam in the Academic Proctoring Center.

Students will be required to provide an acceptable form of identification in order to take their exam in the Academic Proctoring Center.

Acceptable forms of identification are:

- MiraCosta College Student ID card
- California Driver's License or California State ID card
- Military ID card
- Passport
- High school ID card from a San Diego county high school
- ID card from another community college or post-secondary institution
- High school yearbook with an individual photo of student and student's full name