

## Policies for Students Taking an Exam at the APC – fall 2009

When using the services provided by the Academic Proctoring Center, students will be responsible for reading and abiding by the following policies:

### Appointment Policies:

Students are required to schedule an appointment to take an exam. All students must adhere to the following Appointment Policies:

- Only students who make an appointment are guaranteed a space or time to take an exam.
- If a student is late for an appointment, the seat becomes available to another student after 15 minutes.
- If a student is late for an appointment and the seat is still available, the test will be timed using the original appointment time as the start time for the test. (For example: A student makes a 2:00 p.m. appointment for a test with a 90 minute time limit. The ending time for the test will be 3:30 p.m., regardless of the actual time the student arrives and begins the test.)
- The instructor will be notified whenever a student does not show up for a scheduled appointment.
- A student who misses an appointment is not guaranteed another appointment for the same test. This will depend on appointment availability and the policy of the instructor regarding a missed exam time.

### Hours starting September 8<sup>th</sup> until December 6<sup>th</sup>:

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

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

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### Hours for the week of December 7<sup>th</sup> – December 12<sup>th</sup>:

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

### Week of December 14<sup>th</sup> – December 18<sup>th</sup>:

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.

## Policies for Students Taking an Exam at the APC – fall 2009

### APC Use Policies:

1. Make an appointment to use the Center and arrive on time. An appointment time should be chosen that allows for the exam's full time limit. (All outstanding test materials are collected at the Center's posted closing time.)
2. Provide acceptable photo identification (MiraCosta College Student ID card, California Driver's License or California State ID card, High school ID card from a San Diego county high school, High school yearbook with an individual photo of student and student's full name, ID card from another community college or post-secondary institution, Military ID card, Passport).
3. Turn off cell phones and other electronic devices, and place all personal belongings in a designated area.
4. Arrange childcare off-campus when using the APC.
5. Be courteous to staff and other students.
6. Abide by test instructions on the test transmittal form submitted by their instructor.
7. Use Only APC provided and instructor approved materials (e.g., calculators, pencils, erasers, scratch paper, ruler). All materials, including student notes allowed on open note exams will be collected and returned to the instructor. Leaving the building with any materials will be considered academic dishonesty and may result in the nullification of the test and a written report being sent to the instructor and the Dean of Admissions, Assessment, and Student Aid.
8. The APC is to be used for test purposes only. No preparation or studying in the APC is allowed.

Cheating, other academic dishonesty, or other violations of rules and regulations will be subject to student disciplinary action as stated in the current MiraCosta College catalog.

*(Administrative Procedure No. VIII.E-01.d)*