Faculty Request for Academic Proctoring Center Participation

Please fill out and submit this form via proctoringcenter@miracosta.edu.

Instructor Name:		Class & Section # :		Today's Date: MM/DD/YY	

	Paper/Pencil Exam
	Canvas
	Other

Please provide cell phone number:

Exam Windows: *(Please note that all exam windows must be a minimum of 3 business days)*

	Start Date: MM/DD/YY	End Date: MM/DD/YY	Time Limit HH:MM	IMPORTANT NOTE ON EXAM TIME LIMITS:
Exam 1				*4 UNITS = 2 HOURS / 5 UNITS 2.5 HOURS*
Exam 2				*4 UNITS = 2 HOURS / 5 UNITS 2.5 HOURS*
Exam 3				*4 UNITS = 2 HOURS / 5 UNITS 2.5 HOURS*
Exam 4				*4 UNITS = 2 HOURS / 5 UNITS 2.5 HOURS*
Exam 5				*4 UNITS = 2 HOURS / 5 UNITS 2.5 HOURS*
Final Exam				*120 minutes maximum*

The exam dates provided on this form will be used to map out the entire semester. Please note that we are unable to adjust exam dates after the dates have been confirmed and the semester has started.

How do I submit the exam to the APC?

Submit copies of your exam to the APC per email, intercampus mail or by dropping it off in person no later than three working days before the scheduled exam start date
80 % of students test at OCN (MS#10 B) and 20 % test at SEC (MS#17 A)
If your exam is on Canvas, we need the same lead time to check the settings of your exam and create instructions for your students to find your exam
Please add **kctaylor**, **czafralopez**, and **stirona** as a TA in your course

For every exam you will need to submit a new **Test Transmittal Form** that includes all the exam parameters!

Please contact proctoringcenter@miracosta.edu or call 760-795-6685 with any questions!