

## Student Responsibility for Taking a MiraCosta Exam Outside of San Diego County

If you are a student enrolled in a course that requires proctored exams with the Academic Proctoring Center and **DO NOT RESIDE WITH SAN DIEGO COUNTY**, you will be required to adhere to the following procedure:

- Find a qualified proctor at an alternative testing center to proctor your exam. (See proctor qualifications below)
- Complete and sign “**SECTION 1**” of the Proctor Request form (page 2 of this document) and have “**SECTION 2**” of the Proctor Request form completed, initialed and signed by the qualified proctor. Submit this form to the MiraCosta Academic Proctoring Center at least **ONE WEEK** prior to the exam start date. **Exam coordination is not guaranteed for form submittals past this date.**
- Both the student and the proctor must adhere to the exam dates (Pacific Standard Time) listed on the student’s syllabus or class website.
- Student may incur a fee for proctoring services at an alternate testing center and may also incur a fee for exam return to MiraCosta College.

## WHO QUALIFIES AS A PROCTOR

- The proctor must be a test administrator, proctor, teacher, librarian or administrator who is employed by a community college or university in your area and can administer the exam on campus.
- If you do not live within a reasonable distance of a community college or university, some exceptions can be made for an approved proctor at an elementary/secondary school or an Educational Services Officer for the U.S. Military. Please contact the Academic Proctoring Center directly at 760-757-2121 ext. 8841 or [clctesting@miracosta.edu](mailto:clctesting@miracosta.edu) if you require such an exception.
- The proctor must be able to meet all the technical requirements for online course exams located on the third page of this document. If your proctor cannot meet these technical requirements, you will be responsible for locating a new proctor who is able to meet these requirements. **An exam cannot be administered unless the technical requirements are met.**
- The individual state as the proctor cannot be a relative of the student, nor live at the same address as the student, as that would jeopardize or violate that academic honest policy of MiraCosta College. A proctor may not be a current student at MiraCosta College.
- The Academic Proctoring Center staff reviews each Proctor Request form and will determine if the criteria has been met. If the criteria has not been met, the student will be notified for the next appropriate action. The signed form is a binding agreement between the proctor, the student and MiraCosta College to ensure confidentiality and academic integrity through proper administration of examinations. The proctor is expected to prevent acts of academic dishonesty including, but not limited to: cheating, plagiarism, stealing or copying an exam and/or engaging in collusion.

## PROCTOR REQUEST FORM

**STUDENTS:** This form is required **ONE WEEK** prior to the exam start date.

**Exam coordination is NOT guaranteed for form submittals past this date**

### SECTION 1: STUDENT AND COURSE INFORMATION – Please complete ALL HIGHLIGHTED fields

Student Name:		SURF ID #:	
Student Phone #:		Student Email:	
Course Name:		Section #:	Instructor:
Please indicate if you have been approved for SAS accommodations (Check One)			Yes: <input type="checkbox"/>
			No: <input type="checkbox"/>

Please check the exam dates in your syllabus and list the accurate **DATE RANGE** below:

Exam #1		Exam #2		Exam #3	
Start Date:		Start Date:		Start Date:	
End Date:		End Date:		End Date:	
Exam #4		Exam #5		Exam #6	
Start Date:		Start Date:		Start Date:	
End Date:		End Date:		End Date:	

**As a student, I agree to the following:**

- To be responsible for locating a proctor and setting up an appointment for the exam. The appointment should be no later than the date the exam is being administered to students on campus.
- To be responsible for ensuring the proctor can meet all of the technical requirements of my course exam. (see page 3 for details).
- To be responsible for any fees that are charged by the institution or proctor to have my exam proctored at the requested alternative location and/or for the return of test materials to the MiraCosta APC.

**Student Signature** (required for approval): \_\_\_\_\_ **Date:** \_\_\_\_\_

### SECTION 2: PROCTOR INFORMATION – Please complete ALL HIGHLIGHTED fields

**PROCTOR INITIALS REQUIRED:**

	<i>I agree to be responsible for tracking the amount of time the student is allotted for the exam, to monitor the student while they test and I agree to never share exam passwords or confidential information!</i>
	<i>I will not use any personal (student or proctor) laptops, computers etc. to have the exam proctored.</i>
	<i>I do not personally know this student.</i>
	<i>I am able to meet all of the technical requirements necessary for online course exams as outlined below.</i>
	<i>I agree to read the provided exam directions and email the Proctor Verification report and Student Signature after the exam has been completed.</i>

Proctor Name:		Title:	
Name of Institution:		Work Phone #:	
Email Address**:			
Location at institution where exam will be proctored:			
Supervisor's Name:		Supervisor's Phone:	
Supervisor's Email:			

**\*A supervisor may be required to verify the Proctor's employment status at the requested institution\***

**\*\*Exams will not be sent to person email addresses such as yahoo or gmail\*\***

**Proctor Signature** (required for approval): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return form to:** [clctesting@miracosta.edu](mailto:clctesting@miracosta.edu) **760.757.2121 ext.8841**

# Technical Requirements for Online Course Exams Administered at an Alternative Testing Site Outside San Diego County

Proper computer configuration is essential for student success with an online exam. Outlined below are the basic technical requirements (minimum) for participation in an online course. Some online courses have additional technical requirements.

**Proctors: If you have received a request from a MiraCosta College student to proctor a test for an online course, please verify the technical requirements below.**

**To avoid a situation where a student is unable to take or complete an exam at your facility, please do not agree to serve as a proctor unless your center meets or exceeds the minimum requirements.**

**Please note that your computer must have the most current update for all plug-ins listed in the download area. You may download the necessary plug-ins and installers by visiting the websites listed below.**

**CLICK THE LINK BELOW FOR THE LATEST TECHNICAL REQUIREMENTS FOR CANVAS**  
<https://community.canvaslms.com/docs/DOC-10721>

## Additional Requirements:

Latest Version of: Adobe Reader, Flash and Java  
Recommended Software: Microsoft Office 2007 or 2010

## Downloads: Plug-ins & Installers:

Firefox: <http://www.firefox.com>  
Java: <http://www.java.com>  
Adobe Acrobat Reader: <http://get.adobe.com/reader>  
Flash Plug-In: <http://get.adobe.com/flashplayer>  
Shockwave Plug-In: <http://get.adobe.com/shockwave/>  
QuickTime: <http://www.apple.com/quicktime/download/>  
RealPlayer: <http://www.real.com>  
Windows Media Player Windows Update  
Stuffit Expander (Mac): <http://www.stuffit.com>  
WinZip (PC): <http://www.winzip.com>