Academic Proctoring Center: Zoom Proctoring

Guidelines and Restrictions

*The Academic Proctoring Center offers remote proctoring via Zoom as an exception for students.*

*This makeup exam service is intended to be used to guarantee access for students who cannot test with the rest of the class due to extenuating circumstances.*

**Extenuating circumstances include but are not limited to:**

* Students needing to test outside of their course’s designated test time:

-front-line/essential workers

-parents lacking childcare

-military students on duty

-students who have fallen ill

* DSPS students with extended time accommodations (referred by DSPS department)
* Students needing one-on-one support/guidance with technology

*Zoom Proctoring requests are approved on a case-by-case basis.*

*The APC does not proctor exams for an entire course and is only to be used as a makeup exam function.*

***Critical need and capacity*** *are determining factors when requests are evaluated.*

**The APC must have a Test Transmittal submitted by the instructor prior to scheduling a student’s virtual testing appointment**

**Time Restrictions: 1.5 hours for regular course exams**

**2 hours for final exams**

**Exam Formats Accepted: Paper/Pencil Exam**

**Canvas Exams**

*The APC does not accommodate oral exams or any exam type that is not compatible with Zoom Proctoring*

Please take a look at our Proctoring Information doc. to learn more specific information regarding the Zoom Appointment Process

Appointments can be scheduled for any time during our open hours.

Below are the APC hours for the upcoming semester:

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| --- | --- |
| *Monday* | *8:30 am – 4:30 pm* |
| *Tuesday* | *8:30 am – 4:30 pm* |
| *Wednesday* | *8:30 am – 8:30 pm* |
| *Thursday* | *8:30 am – 8:30 pm* |
| *Friday* | *8:30 am – 4:30 pm* |
| *Saturday* | *9:00 am – 2:00 pm* |
| *Sunday* | *Closed* |

**For more information on Zoom Proctoring or on how to submit a request for a student, please email** [**proctoringcenter@Miracosta.edu**](mailto:proctoringcenter@Miracosta.edu)