



## Test Proctoring Policies and Procedures

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- \_\_\_\_\_ 1. Present your “Accommodation Form” to your instructor **prior** to submitting a test proctoring request.
- \_\_\_\_\_ 2. Schedule your test(s) at least **ONE WEEK IN ADVANCE**. **On-campus** tests must be scheduled through the [DSPS Test Proctoring Portal https://services.ivc.edu/dspsProctor/](https://services.ivc.edu/dspsProctor/). **Remote** tests must be coordinated with your instructors.
- \_\_\_\_\_ 3. Only your **approved** accommodation(s) will be processed. If additional accommodations are required, you must meet with a DSPS counselor **prior** to scheduling your test.
- \_\_\_\_\_ 4. If you do not schedule your on-campus test(s) through the DSPS Test Proctoring Portal, your test will need to be taken in class.
- \_\_\_\_\_ 5. Pop quizzes and make up test(s) will be handled on a case by case basis. Contact DSPS for further instructions.
- \_\_\_\_\_ 6. Test(s) will be administered on the same day and time as your class. If you have a date or time conflict, inform your instructor or state the reason in the DSPS Testing Portal under “Student’s Comment”. Instructor approval is required.
- \_\_\_\_\_ 7. Clarify any questions with your instructor prior to taking your test(s). DSPS proctors cannot answer or clarify any questions regarding the test(s).
- \_\_\_\_\_ 8. Video recording is in operation while your test(s) are being proctored and may be viewed by your instructor and staff.
- \_\_\_\_\_ 9. Photo identification is required prior to taking your test(s).
- \_\_\_\_\_ 10. Electronic devices, food and drinks are not allowed in the DSPS testing room unless it is an approved accommodation prior to your test(s).
- \_\_\_\_\_ 11. DSPS testing room lockers are available on a first come first serve basis. All personal items must fit into one locker.
- \_\_\_\_\_ 12. The DSPS testing room is an unscented and distraction reduced environment. Please be courteous to others, refrain from using perfumes, lotions, etc. and be as quiet as possible.
- \_\_\_\_\_ 13. It is your responsibility to bring all testing materials (i.e scantrons, calculators, etc.).
- \_\_\_\_\_ 14. Only instructor approved materials are allowed in the testing room.



\_\_\_\_\_ 15. It is your responsibility to inform the DSPS proctor if there are any issues that arise while in the testing room.

\_\_\_\_\_ 16. If you are late to your test appointment the time you are late for your scheduled test will be deducted from your total time (i.e., 10 mins late for a 1 hour test means you will have 50 mins left).

\_\_\_\_\_ 17. All materials used during the test(s) (i.e. scratch paper, etc.) will be collected and returned to your instructor.

\_\_\_\_\_ 18. If you leave the testing room without prior approval your test will be considered complete.

\_\_\_\_\_ 19. The DSPS proctor will verify that calculators are cleared before and after test.

\_\_\_\_\_ 20. If you are caught cheating, it will be noted. The proctor(s) will provide your instructor with a detailed report and evidence of the incident. You will also be required to see a DSPS counselor to continue test proctoring services.

\_\_\_\_\_ 21. Students at IVC are responsible for following the [Student Code of Conduct](https://www.ivc.edu/policies/conduct) and may be disciplined for academic dishonesty. Please see the IVC catalog or website for detailed information on these policies. <https://www.ivc.edu/policies/conduct>

I have read and understand the above statements and will abide by the policies and procedures as stated.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_