



Test Proctoring Policies and Procedures

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](#) and may be disciplined for academic dishonesty. Please see the IVC catalog or website for detailed information on these policies. <http://www.ivc.edu/policies/pages/conduct.aspx>

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

Student's Signature _____ Date _____