

Test Proctoring Request Guidelines:

The Learning Commons (Library and the Learning Center) Proctoring Services was developed to support Skyline College faculty and assist their students in meeting their educational goals. We are not an extension of the Assessment Center or EAC, so our resources are limited. Below are the guidelines for submitting your request form.

- The Learning Commons Proctoring Services **cannot offer** proctoring for a group larger than 3 students.
- **All** proctoring requests will be approved by proctoring staff.
- Proctoring services are offered **only** to individual **Skyline College students**.
- **Only Skyline College faculty or staff** can submit the [Test Proctoring Request Form](#) for individual students.
- All request forms must be received at least 2 days prior to the preferred date.
- Needing same or next day test proctoring, do not submit a request. Please contact:
 - Sherri Wyatt at (650) 738-4478 or wyatts@smccd.edu
 - Chelssee De Barra at (650) 738-7164 or debarrac@smccd.edu
- Maximum of **3 students** can be scheduled for the same date and time.
- If the maximum number of students scheduled is reached, the proctoring staff will contact the requestor to make other arrangements.
- The requestor must specify how the finished make-up exam will be delivered.
- **No student** may return the finished make-up exam to the faculty or staff.
- Requests asking for special testing accommodations must contact the Educational Access Center (EAC), formerly known as DRC, for testing services.



Skyline College
Learning Commons