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.

- **Only Skyline College faculty or staff** can submit the [Test Proctoring Request Form](#) for individual students.

- Proctoring services can **only** be **offered to** current **Skyline College students**.

- Requests must be made at least 2 days in advance of the preferred date. We cannot book appointments made before instruction begins or over a month in advance.
  - Requests made with less than a 2-day notice will likely be denied.

- Needing same or next day test proctoring, do not submit a request. Please contact:
  - Sherri Wyatt at (650) 738-4478 or wyatts@smccd.edu
  - Gavin Townsley at (650) 738-7084 or townsleyg@smccd.edu

- The Learning Commons Proctoring Services **cannot offer** proctoring for a group larger than three students.

- If the maximum number of students scheduled is reached, the proctoring staff will contact the requestor to make other arrangements.

- We cannot proctor exams longer than 2 hours or have complex instructions for the administration of the exam.

- Only faculty or staff can submit a proctoring request. Each request should be made for a single student.

- Proctoring services will print materials as submitted with the request. Please drop off physical copies at the confirmed location if you have specific printing needs for the exam.

- Proctoring requests will specify whether the exam will be picked up by the faculty or delivered to their office/division office. **Students cannot return materials**.

- Requests asking for special testing accommodations must contact the Educational Access Center (EAC), formerly known as DRC, for testing services.

- **All** proctoring requests will be approved by proctoring staff.