

2019 – 2020

Test Proctoring Request

Guidelines:

- Due to limited resources, the Learning Commons Proctoring Services **cannot offer** proctoring for a group larger than 3 students.
- **All** test proctoring requests will be approved by test proctoring staff.
- Test proctoring services are offered only for individual Skyline College students.
- Only faculty 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.
- For same or next day test proctoring requests: please contact Sherri at (650) 738-4478 or wyatts@smccd.edu to see if a test proctoring staff member is available.
- Maximum of **3 students** can be scheduled for the same date and time.
- Test proctoring staff **will notify** the instructor if the maximum number of students scheduled has been reached.
- Faculty 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 Disability Resources Center (DRC) for testing services.

