



## Test Proctoring Policies and Procedures

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1. \_\_\_\_ To receive your accommodation(s) you must show your instructor your “Accommodations Form” **prior** to submitting a test proctoring request.
2. \_\_\_\_ You are required to schedule your test at least **ONE WEEK IN ADVANCE** through the DSPS Test Proctoring Portal. <https://services.ivc.edu/dspsProctor/> .
3. \_\_\_\_ On the DSPS Test Proctoring Portal you must request your **approved** accommodation(s) or your request will be denied. If additional accommodations are needed, you must meet with a DSPS counselor **prior** to scheduling your test.
4. \_\_\_\_ If you do not schedule your test through the DSPS Test Proctoring Portal, your test will need to be taken in class.
5. \_\_\_\_ Pop quizzes and make up tests will be handled on a case by case basis. Contact DSPS for further instructions.
6. \_\_\_\_ The test will be administered on the same day and time as your class. If you have a time conflict (i.e. DSPS testing closed), state the reason in the DSPS Testing Portal under the “Student’s Comment” section.
7. \_\_\_\_ Any changes to your scheduled test date and/or time must be approved by your instructor in advance.
8. \_\_\_\_ Clarify any questions with your instructor prior to coming to the DSPS testing room. Proctors cannot answer or clarify any questions regarding the test.
9. \_\_\_\_ Video surveillance is in constant operation in the DSPS testing room and the recording can be viewed by faculty and staff.
10. \_\_\_\_ You must show your photo identification card to take your test.
11. \_\_\_\_ Cellphones, electronic devices, smartwatches, food and drinks are not allowed in the DSPS testing room unless it is an approved accommodation.
12. \_\_\_\_ Lockers are available on a first come first serve basis. All personal items must fit into one locker for storage. If the items do not fit in the locker or there are no lockers you will be asked to store your items elsewhere.
13. \_\_\_\_ 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.



14. \_\_\_\_ It is your responsibility to bring your testing materials (i.e scantrons, calculators, etc.).
15. \_\_\_\_ 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).
16. \_\_\_\_ All materials used for the test (i.e., notes, formulas, scratch paper, etc.) will be collected and returned to the professor.
17. \_\_\_\_ During your test you may not leave the testing room without prior approval, or your test will be considered complete. Once the test is complete you may not return to the test.
18. \_\_\_\_ All calculators must be cleared before and after your test and proctor will verify.
19. \_\_\_\_ If you are caught cheating, your test will be stopped. 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.
20. \_\_\_\_ 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 \_\_\_\_\_