College of the Redwoods, Online
Form A: Exam Proctoring Information

The [list exams here] are to be taken in a proctored environment (NOT at home) as follows:

- You can either take the exam(s) listed above at a CR testing center (see 1. below) OR from a proctor you’ve personally retained (see 2. below);
- You must take the exam(s) on one of the days specified for that exam [list dates here] and at times provided by the testing center or proctor you’ll use;

While you are taking the exam:

- Aside from the exam itself (if taking a paper test), you may not use any printed or hand-written material (such as books, notes/notebook, etc.).
- You may not use any personal electronic device (e.g. any type of computer [laptop, tablet, etc.], data storage / memory card, calculator, phone, etc.) UNLESS authorized by instructor in writing to proctor / testing center;
- For computer-based exams: On the proctor’s or testing center’s computer used for the exam:
  - You may only open and use the testing system (e.g. a web browser tab/window opened to Canvas or other exam delivery program);
  - You may only use the online testing system (e.g. Canvas) to take the exam: you may not use it for any other purpose (such as viewing lecture documents, old quizzes, discussion forums, lecture videos, etc.); and
  - You may not use the computer during an exam to search the web in any way or to access any other program, website, device or document during testing.
  - A browser program may be used by the testing center that blocks access to everything on the computer and the web except the exam in progress.

Any variance from these requirements shall be considered a violation of the Student Code of Conduct, will be enforced vigorously, may result in a grade of F for the exam or in the course, and may have other negative consequences (www.redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf).

There are two ways to obtain proctoring for the exam:

1. Take the exam at an established College of the Redwoods testing center (there is no cost to you for this service) – Review section 1 below to learn about the locations at which you can take the exam.
   — OR —

2. If you are distant from a College of the Redwoods testing center, then you will need to arrange for your own exam proctoring by filling out Form B: “Student/Proctor Agreement Form” and returning it to your instructor. Fees (if any) charged by your proctor are your own responsibility; CR will not reimburse you for such fees. Please turn to page 2 to learn how to arrange for your own exam proctoring.

1. Taking the exam at an established College of the Redwoods testing center:
   - You must make an appointment in order to receive testing (you may be turned away otherwise)
   - You must bring a picture ID with you when taking the exam
   - Testing hours and contact persons shown below can change without notice; call ahead!!

   ➢ CR’s main campus at 7351 Tompkins Hill Rd. south of Eureka:
     Academic Support Center (ASC) which is inside the Learning Resources Center.
     Please contact Ms. Tina Vaughan (tina-vaughan@redwoods.edu) to make an appointment (707-476-4168) Testing hours: See http://www.redwoods.edu/eureka/asc/ or call 707-476-4106
2. **How to Arrange For Your Own Exam Proctoring**

Students distant from a College of the Redwoods location may use a proctor not affiliated with the College who meets any of the following criteria:

- Librarian, testing coordinator, administrator, or teacher at an elementary or secondary school, community college, or university. In addition, military chaplains, testing administrators, education services officers, or prison officials are acceptable.

- These or other alternatives must be approved by the instructor and supervising administrator. It is the student’s responsibility to make arrangements with the proctor using Form B: “Student/Proctor Agreement Form” and to pay all costs for proctoring.

**Please note the following:**

- The following may NOT proctor this exam for you: An immediate work supervisor, relative, significant other, CR student, or anyone living in your home.

- If the exam is delivered electronically by computer (such as in Canvas), you will need to use a computer at your proctor’s place of business and under your proctor’s supervision. **You may not use your own computer or a computer in your own home for this proctored exam.**

- Fees, if any, charged by your proctor are your own responsibility; CR will not reimburse you for such fees.

- Once you’ve identified a person who agrees to be your proctor, you must complete and return to your instructor the Form B: “Student/Proctor Agreement Form” **NO LATER THAN [insert date here].**

[Insert Instructor’s name here] will send an email confirming receipt of the proctor information followed by detailed proctoring instructions to your proctor via email.

Once your proctor receives those instructions, you will be able to take the exam at the day/time agreed upon between you and your proctor and as per the Schedule showing which days the exam will be available for testing.