ACCOMMODATIONS FOR TEST PROCTORING

Type of Service

Test proctoring is now being offered through the Assessment Centers at the Chino Campus (CHMB-121D), Fontana Campus (FNFC-114), and the Rancho Cucamonga Campus (SSA-128). This service is designed as a courtesy and is available for make-up exams and pre-requisite challenges for modern languages only. Because of space and staffing limitations, please be advised that we do not offer group test proctoring, nor do we send proctors to classrooms. The service is designed for individual test-taking needs only.

Students requiring special accommodations including (but not limited to) adaptive equipment, oral exams, a distraction free environment, and/ or extra time should be referred to DPS. Please note that the Assessment Center is not equipped for computer based exams.

All Students MUST make an appointment for proctoring services. All exams must be received prior to scheduling appointments. Students can contact the Assessment Center at (909) 652-6224 or (909) 652-6239 to schedule their appointment.

Fall & Spring Proctoring Hours:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino</td>
<td>2-5:00p</td>
<td>8:30-11a</td>
<td>2-5:00p</td>
<td>8:30-11a</td>
</tr>
<tr>
<td>Fontana</td>
<td>8:30-11a</td>
<td>2-5:00p</td>
<td></td>
<td>8:30-11a</td>
</tr>
<tr>
<td>Rancho Cucamonga</td>
<td>1-4pm</td>
<td>Mondays &amp; Thursdays</td>
<td>Tuesdays &amp; Wednesdays</td>
<td>10am-1pm</td>
</tr>
</tbody>
</table>

Test Taking Procedures

Faculty:

- May bring or email exams to the Assessment Center during regular operating hours at assessment.staff@chaffey.edu
- Exams must be received before students make an appointment for test proctoring. Chino and Fontana faculty and staff may deliver exams to Assessment Center mailroom boxes during non-operating hours.
- Must include a completed Accommodations Form with the exam detailing any applicable conditions (exp. open book, calculator, etc.)
- Must pick up the completed exam from the Assessment Center. If a faculty member is unable pick up completed exams during normal operating hours, special accommodations must be made with the Assessment Center.
- Please be advised that all exams will be shredded or sent back to faculty by the “Completion Date” stated on the Accommodations for Test Proctoring Form unless otherwise instructed by the faculty member.

Students:

- MUST call the Assessment Center to schedule a proctoring appointment.
- Must present current picture I.D. at check in prior to beginning the exam.
- Must complete the exam at one sitting and during the Assessment Center’s test proctoring hours (See Student Guidelines Students who show up late for their scheduled appointment may not be allowed to begin their exam.

Pre-Requisite Challenges for Modern Languages

If students are interested in challenging ASL, they should email Christine Lively, our ASL instructor, directly at Christine.Lively@chaffey.edu to complete a Challenge Form and arrange to be tested. She can also be reached at (909) 652-6910.

Students interested in challenging any other modern language must schedule a Language Diagnostic Test appointment by calling the Assessment Center. Students must complete a “Pre-Requisite Challenge Form” prior to completing their Diagnostic test. The Assessment Center will be responsible for delivering the completed tests to Language Arts for the appropriate faculty member to grade and forward the results to the Matriculation Specialist.
The Assessment Center offers proctoring for make-up tests as a courtesy to both students and instructors at Chaffey College.

The following rules apply to students taking make-up exams at the Success Center:

- You must present a current Chaffey ID and check in with the Assessment Center before beginning the exam.
- You will be limited by the requirements stated by your instructor on the “Accommodations for Test Proctoring” form (for example, time limits or use of calculators).
- You must comply with directions from Assessment Center staff.
- You will not be allowed access to cell phones, books, backpacks, or other personal belongings during the test.
- You will not be allowed to leave the test area once you receive and begin the test.
- You must complete the exam at one sitting and during Center testing hours.
- You will only be allowed the allotted time specified by the instructor to complete your test.

(Note: Tests must be completed at least ten minutes before the end of Center proctoring hours. Students who show up too late to finish the test in the allotted time will not be allowed to begin the test.)

Please read and sign the following statement before beginning your exam.

“I have read the Testing Center Student Guidelines for Test Proctoring and agree to adhere to these Guidelines while taking this exam.”

Print Name:  

Chaffey ID #: 

Test: 

Signature:  Date