



Outside Classroom Test Proctoring

Submit Test Routing Slips in Person

TEST DATES & TIMES:

Monday - Thursday 8:00am, 10:00am, 12:00pm, 2:00pm, or 4:00pm

NO PROCTORING AVAILABLE ON FRIDAYS OR SATURDAYS

OFFICE HOURS:

Monday – Thursday 9:00am – 6:00pm, Friday – Saturday 9:00am – 1:00pm

How to Reserve a Test Proctoring Appt.

1. Obtain a blank request form from the Placement/Proctoring Center (Rm. 442).
2. Have your instructor completely fill out your Test Proctor Form. Confirm with your instructor that all necessary details are provided on your Test Proctor Form.
3. Bring in your Test Proctor Form, IN PERSON, to Rm. 442 to reserve a test day & time. Please NOTE OFFICE HOURS. The Placement/Proctoring Center requires a minimum of 1 week notice.
4. REMIND YOUR INSTRUCTOR & request your instructor to e-mail your test or bring a hard copy to the Placement/Proctoring Center in Bldg. 400, Rm. 442.

How to Take Your Test

1. ARRIVE: 5-10 minutes early. No food, drinks or electronics. We provide your scratch paper.
2. Have ready your test materials. All personal items must fit in your test room desk drawer. Otherwise, please make other arrangements.
3. After completing your test, turn in your test to the front office assistant. They will unlock your desk drawer for you to retrieve your belongings.
4. PLEASE KEEP YOUR TEST ROOM TIDY for the next student testing after you. RECYCLE your scratch paper in our recycle box. Thank You.

For more info or questions, contact the Placement/Proctoring Center at (707) 864-7118

Source: SCC Placement/Proctoring Center—Updated: 03/05/2018 MA