COM Test Proctoring FAQ

Are In-Person Test Proctoring Services Available this Spring? Yes. In Spring of 2022, Student Accessibility Services (SAS) assumed responsibility for make up testing support and general testing proctoring needs. While in-person services are available, we continue to work towards developing a formalized process that supports the needs of our campus community.

Where are Test Proctoring Services Located? Test Proctoring Services are located on the 1st floor of Student Services (SS 115-117).

When is Test Proctoring Services available? Test proctoring and make up testing services will be scheduled as space and time allows. General hours of operation are as follows:

SAS Spring 2022 Testing Hours:

Monday: 9:00am-4:00pm

Tuesday: 9:00am-4:00pm

Wednesday: 9:00am-5:30pm

Thursday: 9:00am-4:00pm

Friday: 9:00am-2:00pm

Who is coordinating Test Proctoring Services? Xenia Zarrehparvar, SAS Student Support Coordinator is coordinating test proctoring services for students affiliated with SAS who have testing accommodations in place and those who need proctoring support for make up exams. Please email make-up testing and proctoring support requests directly to: xzarrehparvar@marin.edu.

Is there a policy related to make up testing?

Yes. Makeup exams may be given at the discretion of each instructor and faculty may want to include criteria regarding makeup exams in their syllabi. Per AP 5070, provisions shall be made to accommodate students to reschedule a test or examination due to religious observance(s). In addition to religious holidays, faculty may allow makeup exams in the following situations:

- Medical issues

- Death in family/funeral

- Serious injury/injury of/caring for a student's immediate family

- Accident involving the student, her/his family or their property

- An urgent situation imposed upon a student over which s/he has no control

- Students with a critical need who have their instructor's authorization to take a makeup exam

In the event that a student misses an exam due to one of the aforementioned reasons and the instructor cannot administer the makeup exam, it may be scheduled at SAS office as space and time allow.

Who should make the make up exam request? Requests for test proctoring services must come directly from faculty.

What information should I provide for Test Proctoring Services? We are currently in process of creating a makeup testing request webform to simplify the process for faculty making requests. In the meantime, tests must include instructions specifying:

- Name of student
- Course name/title
- In-class test date and time
- In-class test time limit
- Material allowances, such as, calculators, notes, books, scantron-forms, Blue or Green books, etc.
- Method of test return (scanned and emailed or returned via mailroom).