

Additional Information

- Hours of operation are consistent once they are set each semester. In the event of an unusual circumstance faculty will be notified.
- Please remind students to plan responsibly so we can accommodate everyone's needs in a timely manner.
- Students must begin testing no later than 1 hour before the AC closes. Please refer to the student guidelines handout for additional information.
- If you leave more than 10 exams, please allow at least 4 days for students to come in, keeping in mind midterms and finals is our busiest time.



Testing Accommodations

- Test accommodations proctoring services are offered for students with disabilities that are registered with DSPS.
- Appointments are required for students approved for the following accommodations:
 - Kurzweil, CCTV, Dragon, Private Room, Scribe, Reader, Braille Note, or the use of other specialized technology that is limited.
- Students approved for extended time, distraction reduced setting, and enlargements do not need an appointment.
- We need to receive exams from you 4 working days in advance in order to convert exams in an accessible format.
- We have a part-time DSPS Specialist in the AC office that can provide support, answer questions, and/or refer you to the appropriate staff member in DSPS for further consultation support.

Santa Ana College



Assessment Center

L-223

Instructor Information

Online/Class/Make-Up Exam

The Assessment Center (AC) is excited to support SAC Instructors by providing secure proctor exams services for:

- Individualized student circumstances (i.e. student misses a class exam due to illness or other unavoidable absence, etc.)
- Online courses which often lack of a testing site.
- Testing accommodation proctoring services for students with disabilities registered with DSPS.

What do I need to do?

Once you decide to use our services and have communicated with the student(s):

- **We would prefer** that you personally drop off copies of your exams during our hours of operations available on the AC website. You can also place exams in our AC mailbox in the Administration (S bldg.) mailroom.
- You can also email your exams **to the following email address: fuentes_lupe @sac.edu (Lupe Fuentes)**
 - At this time we are only able to copy or print emailed exams that are 12 pages or less.
 - If you would like us to proctor exams for more than 5 students please provide us copies of the exams, as we do not have the capacity or budget to print in high volumes.

Information

Do I have to fill anything out?

- Yes! You need to complete the **"Test Instruction Form"**, which is also available in our AC homepage.
<http://sac.edu/StudentServices/AssessmentCenter/Pages/default.aspx>
- The form helps us track instructor and student information, deadlines, time allowed for exam(s), accommodations, and preference for delivery of exams.

Are my exams secure?

- We take test security very seriously. All exams are logged into our database and filed away based on Instructors name in a locked cabinet that is only accessed by authorized AC staff.
- Students are closely supervised by our trained staff as well as the newly installed closed circuit cameras. We also have computer monitoring software that lets us see what students are doing at each individual computer station.

If you have other specific requests you can contact the Coordinator (Maria Aguilar Beltran X46130).

Did you know?

Fall 2015, Intersession & Spring 2016:

- Total Proctored: 6,263 make-up, online, & Blackboard exams
- Total Proctored: 2,060 exams for students with testing accommodations

