

SAN DIEGO MESA COLLEGE

Test Proctoring Center

Fall 2023

Background and Timeline

- 2018- approached by faculty to address campus need for proctoring support for students who do not qualify for DSPS
- 2019- Brought to Academic Senate to hear public comments
- 2020-2021- COVID-19 pandemic (all proctoring went online/remote)
- 2021- Academic Senate deferred to Academic Affairs to survey faculty and collect data



- 2022 - Full-time Classified Instructional Assistant
- 2023- Established Test Proctoring Center serving all students at San Diego Mesa College



Mission/Purpose

The Mesa Test Proctoring Center provides an inclusive and accessible testing center that incorporates equity, universal design principles, and a space to support student learning, cultivate course completion, retention, and academic goals. The test proctoring center supports all San Diego Mesa College students while promoting a welcoming environment and flexible testing options while maintaining academic integrity.

The center would offer in-person testing for on campus and online courses requiring in-person proctoring services. The center will offer in-person makeup exams and remote proctoring via zoom as a service for students who cannot test with the rest of the class due to extenuating circumstances. ...

*This service is provided in addition to DSPS authorized academic accommodations

Types of Proctoring Services



- Disability related exam accommodations (as authorized by DSPS counselors) DSPS students receive priority
- On Campus Proctoring for Computer based exams
- On Campus Proctoring for Paper & pencil exams
- Instructor Approved Make up exams
- Distraction reduced environment (Access to noise cancelling headphones/ear plugs)
- On Campus Proctoring for Course Challenge Exams

Location of Test Proctoring Center



Overflow space
during mid-terms and finals:
SS Computer Lab

14-405

19 work stations
3 private rooms



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Process for Test Proctoring

Same process for ALL STUDENTS

1. Students requesting testing accommodations due to disability must meet with their DSPS Counselor every semester to set up the test proctoring accommodation. DSPS students should email their professors their accommodation letters and notify them that they are requesting test proctoring at LEAST 5 business days in advance of the scheduled exam. (Please note: proctoring center will attempt to accommodate any requests as space permits).

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2. The test proctoring center is also available to faculty who want to support any students experiencing extenuating circumstances beyond any authorized academic accommodation. Faculty may request test proctoring at LEAST 5 business days in advance of the scheduled exam. (Please note: proctoring center will attempt to accommodate any requests as space permits).
3. Once the professor has been made aware of the test proctoring request; they complete the: FACULTY REQUEST FOR TEST PROCTORING.
4. The Test Proctoring Center will contact the student to set up a testing appointment based on the information provided on the Faculty Request for Test Proctoring form.

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Process for Test Proctoring

5. The instructor will email the Test Proctoring Center the exam and instructions along with any access codes (if applicable). The exam may also be uploaded securely on the Faculty Request for Test Proctoring form.
6. The student will enter Test Proctoring Center at the scheduled appointment day and time, and will be provided with a copy of the San Diego Mesa College Academic Honesty Statement to read and acknowledge.
7. When the student has completed the exam, the Test Proctoring Center will return the completed exam to the instructor.

... **Contact Information**

Email: MesaTestProctoring@sdccd.edu

Allison Crakes and Erick Escalante

Website: <https://www.sdmesa.edu/student-services/student-success-equity/test-proctoring-center.shtml>

Phone: 619-388-2780

Video Phone/ASL: 619-403-9547

Room: I4-405 (4th Floor of the Student Services Building)

Hours: M-Th- 8:30am-5:30pm and Friday: 8:30am-12:30pm