

Make Up Examinations

In the (I hope) unlikely event that you miss an examination, you **must** take the make up exam **at our Proctoring Center**, Rm. 1071, upstairs in the Library.

You must **make an appointment** (three working days in advance, no drop ins) by calling 479-6369 or by going there in person.

You must take the makeup test **no later than one week before the next exam**.

I will grade these exams once a week, usually on Thursday afternoons. The results will be hand written in on the posted grades outside the classroom. They will not be included on the web site.

David Balogh

PROCTORING CENTER RULES AND REGULATIONS

- The Proctor Center is NOT a Drop-in Center. Students MUST schedule test Date and Time with the proctor.
- PERSONAL ELECTRONIC DEVICES are NOT allowed in the testing area. (CELL PHONES, PDA's, COMPUTERS, E.T.C.)
- Absolutely NO food of any kind is allowed in the proctoring center. Beverages are allowed but ONLY in enclosed containers.
- We try to keep the testing sites as quiet as possible. If noise is a problem for students we suggest that students bring their own earplugs (available at the Cabrillo Bookstore) or you may request the use of a "white noise" headphone from the proctor. These are available on a first come, first serve basis.
- Instructor's Guidelines need to be included with all tests. The proctor does not provide scantrons, blue books, or writing instruments.
- CHEATING – According to College policy: "A Student may be disciplined for misconduct for cheating or plagiarism in connection with an academic program at the College. Administrative code Section 41301 (b)." Students caught cheating will:
 1. Have their test immediately confiscated.
 2. Have a "Disruptive Student Behavior Report Form" filled out and copies sent to the instructor, Division Dean, Dean of Student Services and Director of DSPS (if applicable).Cheating could result in dismissal from the College and an F grade in the class. Cheating will result in the suspension of testing accommodations and proctoring services in **ALL CLASSES**. Students have a right to an appeal by following the procedure outlined in the Students Rights and Responsibility handbook.