

ISP 270

Usage of Testing Center for Faculty Assigning Proctored Exams Policy

PURPOSE

Establishes the standard for faculty to assign student exams for students using any of the Clackamas Community College (CCC) Testing Centers on all campuses.

SUMMARY

Faculty can refer individual students to any of the CCC Testing Centers to complete an exam if the student needs an alternate arrangement due to missing the exam, needing accommodation, or the department cannot otherwise arrange for the student to complete the exam. Due to space and staffing limitations, the Testing Centers may not be able to accommodate groups of students completing exams at the same time.

STANDARD

1. In order to maintain the integrity of the exam process, faculty planning to use a Testing Center must provide all required information to the Testing Center before students can take the exam (see [ISP 270P Usage of Testing Center for Faculty Assigning Proctored Exams Procedure](#)).
2. The Testing Centers cannot accommodate exams that require specialized equipment or computer software.
3. Whenever possible, faculty should contact the Testing Center at least one week in advance if they are considering sending groups of students to the Testing Center to complete an exam.

REVIEW HISTORY

ISP Committee	Adopted	November 22, 2024
College Council	Second Read	June 7, 2024
ISP Committee	Adopted	May 10, 2019
College Council	Reviewed	May 3, 2019