

Saddleback College Community Education Examination Proctoring

Effective Thursday, February 1st, 2007 Saddleback College Community Education is pleased to extend its services to include proctoring examinations for outside College and Universities.

All departments or divisions should direct inquiries to the Community Education Department, 949-582-4646.

Please note: This service is for outside entities only. Saddleback and IVC students must coordinate proctoring with their individual instructors.

Schedule:

Proctoring will take place by appointment only.

Fees:

\$50 fee will cover up to three hours of proctoring services.

\$25 fee will be charged for each additional hour or any part thereof.

Guidelines:

- 1) Students must contact Community Education directly to schedule a proctoring date. *Computers available upon request.*
- 2) Payment for proctoring services must be made at time of scheduling. Community Education accepts the following forms of payment: cash, check, visa, or MasterCard. Refunds, minus a \$10 cancellation fee, will be made for cancellations made at least three business days prior to exam date.
- 3) Students must request that exam(s) be sent to the proctor at least one full week prior to the exam date. Exams accepted in .rtf or.pdf format at proctor@saddleback.edu or by U.S. mail at:
Saddleback College Community Education
Attn: Proctoring Services
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
- 4) Students must confirm that Community Education has received the exam at least three working days prior to exam date.

- 5) Students must arrive at the Community Education Office at least 10 minutes prior to scheduled appointment.
- 6) All supplies, other than the requested computer, are the responsibility of the student.
- 7) Community Education will follow guidelines indicated by instructor and may direct the student to leave personal items in Community Education Safe during the exam.