Desktop Video Conferencing (DVC) Testing

1. All campus locations will provide testing services for Desktop Video students.   Instructors and personnel at each campus will collaborate to effectively serve the testing needs of DVC students.

2. Testing services will provide a tutorial for DVC faculty regarding how to set up proctored exams for all campus locations. For security purposes, Testing Services will create a dropbox with limited access only to designated campus personnel responsible for testing. The dropbox will serve as a single location for test administrators to find testing instructions and passcodes.

3. Each semester DVC Instructors who are requesting proctored exams will submit a form to Testing Services. The form will identify planned test dates and the number of students who will need testing services by preferred testing location. Group testing is not available at all campuses.

4. Proctored exams/tests will be scheduled using the online Appointments Plus system. Each campus determines the testing schedule based on available resources. Campuses will build DVC testing "slots" based on the forms submitted by DVC instructors.

5. Faculty teaching a DVC class may choose to administer a test during the scheduled class time; however, Testing Services may not be available at other campus locations at that exact time. Students should work with their DVC instructor and/or campus personnel to schedule alternative proctoring options.