

Policies for Students Taking an Exam at the APC

When using the services provided by the Academic Proctoring Center (APC), students will be responsible for reading and abiding by the following policies as well as abiding by the Standards of Student Conduct Policy (AP 5500).
<http://catalog.miracosta.edu/academicpolicies/standardsofstudentconduct/>

MiraCosta College supports a harmonious, safe and productive learning environment. Being respectful towards fellow students, staff and property is expected. Any violation of the Student Code of Conduct including, but not limited to; disruptive behavior, cheating and dishonesty, will result in a CARE Referral being filed followed by possible student disciplinary action.

Appointment Policies:

Students are required to schedule an appointment to take an exam. All students must adhere to the following appointment policies

- Only students who make an appointment are guaranteed a space or time to take an exam.
- If a student is more than 15 minutes late for an appointment, the seat may not be available and the student may need to reschedule their appointment.
- Students who arrive late may not have their full testing time.
- Same day appointments are extremely limited. We highly encourage scheduling in advance.
- The instructor will be notified whenever a student does not show up for a scheduled appointment.
- A student who misses an appointment is not guaranteed another appointment for the same test. This will depend on appointment availability and the policy of the instructor regarding a missed exam time.
- Makeup exams must be scheduled in person, over the phone, by email, or via chat. They cannot be made using the online appointment system.

APC Use Policies:

1. Make an appointment to use the APC and arrive on time. Please allow 15 minutes to find parking and to walk to the center. An appointment time should be chosen that allows for the exam's full time limit. (All outstanding test materials are collected at the center's posted closing time.)
2. Provide acceptable photo identification (MiraCosta College student ID card, California Driver's License or California State ID card, high school ID card from a San Diego county high school, high school yearbook with an individual photo of student and student's full name, ID card from another community college or post-secondary institution, Military ID card, Passport).
3. Turn off cell phones, smartwatches, and other electronic devices and place all personal belongings in a designated area.
4. Use the restroom before starting your exam. If you need to take a bathroom break during your exam, your time will not stop and your instructor will be notified. It is at the instructor's discretion whether or not to accept an exam that has had unauthorized breaks.
5. Arrange childcare off-campus when using the APC.
6. Be courteous and respectful to other students and staff.
7. Abide by test instructions provided by the instructor.

8. Use only APC provided and instructor approved materials (e.g., calculators, pencils, erasers, scratch paper, ruler). All materials, including student notes allowed on open note exams will be collected and returned to the instructor.
9. When taking an exam on CANVAS; if you are accessing any unauthorized websites, documents or other resources outside the exam window, your exam will be ended and your instructor will be notified via CARE Referral. Please note that your activity on the computer is being monitored and can be recorded by APC staff.
10. No preparation or studying prior to your exam appointment in the APC lab is allowed.

Oceanside Campus located in Room 3334 (next to Health Services)	
Mondays	8:00 am – 7:00 pm
Tuesdays	8:00 am – 7:00 pm
Wednesdays	8:00 am – 7:00 pm
Thursdays	8:00 am – 7:00 pm
Fridays	8:00 am – 3:00 pm
Saturdays	CLOSED

San Elijo Campus located in Room 1114 (Student Serviced Bldg.)	
Mondays	8:00 am - 4:00 pm
Tuesdays	8:00 am - 4:00 pm
Wednesdays	8:00 am - 4:00 pm
Thursdays	8:00 am - 4:00 pm
Fridays	CLOSED

*Lunch break closure 12-12:30pm

The Academic Proctoring Center will be closed during school/legal holidays- please check miracosta.edu/calendar for more details.

Makeup exams are not guaranteed, but a courtesy service provided to faculty if space and time allow. No makeup exams are allowed during finals week due to space limitations.

All testing materials are collected at the closing time of the Academic Proctoring Center, regardless of whether the student has completed the exam.

Students are responsible for making their appointments with the APC by using the following methods:

Phone: 760-795-6685

Email: proctoringcenter@miracosta.edu

[Schedule Online](#)

[Craimum Cafe](#)

Students will be required to provide an acceptable form of identification in order to take an exam in the Academic Proctoring Center. The APC staff will store the ID while student is testing.