



**ACADEMIC
PROCTORING
CENTER**

Exam Procedures for Using the Academic Proctoring Center

How do I send the exam(s) for my Online Students that are required to take their exam at the Academic Proctoring Center?

If your exam is paper/pencil:

1. Complete the [Test Transmittal Form](#)
2. Provide copies of the exam to the APC. Please send 80% of the copies to OCN MS#10B and 20% of the copies to SAN MS#17A. Please note, the APC will not be responsible for printed copies of exams. Please contact the [MiraCosta College Print and Copy Center](#) for more information.
3. Please plan on submitting exam materials 3-5 business days ahead of time. We need some time to coordinate exams to students located outside of San Diego County.

If your exam is on CANVAS:

1. Complete the [Test Transmittal Form](#)
2. Contact proctoringcenter@miracosta.edu with questions on what settings work best in the APC. For specific support on exam settings in CANVAS contact Karen Turpin at ext. 6787 or email kturpin@miracosta.edu .
3. Please add the following users as a TA in your course: kctaylor, czafralopez, apalafox and stirona
4. Please communicate with the APC if there is a specific plug-in or update required for your CANVAS exam.
5. Note that MiraCosta and the APC can only offer technical support if your online exam is through Canvas. We do not provide technical support for any other exam platforms.

6. Please activate the exam for students in CANVAS. Please remove exam timers, the APC will be tracking exam time for each student.

IMPORTANT NOTE: The Test Transmittal Form and exam must be received three working days before the test date. The form, any necessary copies and/or technical exam set up will be processed during APC operating hours (Monday – Friday).