



Coastline College
Distance Learning Department
11460 Warner Avenue
Fountain Valley CA 92708
Phone 714-241-6216 Fax 714-241-6287

Dear Proctor,

Thank you for helping a Coastline student advance their education. We would like to provide some very important information about the exam proctoring process. For most classes exams will be mailed to you approximately 4 weeks before the exam deadline per the student handbook or website. However, for short term classes, both midterm and final exams (as applicable) will be mailed to you approximately 2 weeks before the first exam deadline. Examination packets will include the examination form and a cover page that clearly outlines if any and how many of the following are needed for the student to successfully complete the exam:

- Scantron form
- Essay paper
 - The essay paper comes in two versions. One version is course and exam specific. The other version is generic and may be used for any other course that does not require specific essay paper.
- Any other items required by the instructor.

Please examine the contents of each packet and immediately note the following:

- How many exams are in the packet?
- Are there an appropriate number of Scantron forms and/or sheets of essay paper included?
- Is the student able to provide a suitable form of identification, such as a driver's license?
- Does the student have a suitable writing instrument, notes and/or books as approved by the instructor?

Examination Packets are to be stored in a secure location until the students are ready to take an exam.

Please administer the examination as follows unless otherwise stated on the exam:

- The Coast Community College District will only accept its own student identification number. This number starts with the letter 'C' and is followed by eight numbers.
- Maximum examination time is indicated on the examination cover page.
- The student is to be in full view of, and personally supervised by, the proctor at all times. The student should be accorded as much quiet and lack of distraction as is possible.
- The student is to only use materials provided in the exam packet. However, additional paper may be used for an essay if needed. Please provide additional paper as required.
- If the student is scheduled to take multiple exams, the student should only be given one exam at a time.
- Students are responsible for scheduling proctoring appointments so that exams may be received by the exam deadline. Exams received late may be assessed a 10% penalty.

If you discover a student cheating on an exam, please retrieve the exam from the student and contact the Coastline Distance Learning department as soon as possible, providing as much detail as possible about the circumstances.

After the examination has been completed:

- The proctor must sign and date the student's Scantron form and essay paper(s). Exams will not be processed without a proctor's signature on the student's work.
- The proctor must mail the entire examination packet, including the exam questions, signed Scantron form, signed Essay paper and any scratch paper unless otherwise stated on the exam.
 - Please place the Scantron on top of the essay paper (if applicable). Place both on top of the examination, and paperclip. Do not staple.
 - Match the student's Scantron with his/her essay paper to the examination form with his/her name printed on it. Do not return Scantron forms separated from essay papers and/or examination forms.
- Make sure the student returns the entire examination packet to you when he/she completes the exam. If the incomplete examination packet is returned to Coastline, the student may receive **no credit** for completing the exam.

It is the responsibility of the proctor to mail the entire and complete examination packet to the Distance Learning Office, at the address above, unless otherwise stated on the exam. If you have further questions, please contact the Distance Learning Department immediately by phone at (714) 241-6216, or by e-mail, at: dlearning@coastline.edu

Sincerely,

Coastline College
Distance Learning Department