



Student Services Testing Center

Student Proctor Checklist

Checklist Items	Student Initial Date Completed	Proctor Initial Date Completed
<p>All examinees are required to be aware of and abide by the following:</p> <ol style="list-style-type: none"> 1. A proctor will actively monitor students taking an ATI and or other college exams at all times. 2. Students must be in full view of the cameras in the testing environment. Students cannot touch camera. Proctor has right to adjust cameras at any time during the testing process. 3. Students will receive scratch paper and a writing utensil provided by the College for any examinations. All scratch paper, including any used paper, MUST be turned in before you leave the Testing Center. 4. No personal belongings are allowed at the computer/workstation - all backpacks, pencil bags, purses, books MUST be stored in proctor's office. 5. Once you receive your exam or it has been initiated on the computer you may not leave the testing site for any reason. The Test Proctor must be notified if you need to leave for the restroom and will have to accompany you there. You may not leave the Testing Center during an ATI exam. 6. No food or drink allowed in Testing Center as outlined by the ATI Proctor Process Guide or as determined by the Platt College ADA Coordinator. 	<p>Initials: _____</p> <p>Date: _____</p>	<p>Initials: <u>DK</u></p> <p>Date: _____</p>

<p>Prohibited in the Testing Center:</p> <ol style="list-style-type: none"> 1. Cellular phones, all watches, including Smart Watches, iPods, iPads, notebook, and tablet computers, ANY and ALL other forms of electronic devices. All items listed are prohibited unless necessary for medical reasons, doctor’s statement required. All items listed must be turned in to proctor prior to testing. 2. The exception to the *electronic devices is the use of a personal laptop while taking a Canvas Lockdown or ATI exam. 3. Bulky coats, visors, sunglasses, or hats unless worn as a religious requirement or for medical reasons. Hooded sweatshirts and sweaters are permitted after showing all pockets are empty. 4. Headphones of any kind, listening devices such as radios and/or media players or recorders. ONLY headphones and earplugs provided by the Testing Center are allowed for noise reduction. <p>Any violations of the above testing center rules the exam will be stopped, and the student will be referred to the Associate Dean of Nursing. This checklist will be valid for the entire quarter.</p>	<p>Initials: _____</p> <p>Date: _____</p>	<p>Initials: <u>DK</u></p> <p>Date: _____</p>
<p>DISCLAIMER AND SIGNATURE: I certify that I will abide by all of the rules above while in the Student Services Testing Center.</p>		
<p>Signature of Student: _____ Date: _____</p> <p>Print Name: _____</p> <p>Signature of Proctor: <u>Deb Kanas</u> _____ Date: _____</p>		