



**PIERCE**  
COLLEGE  
**Library and Media Services**  
**Operational Policies and Procedures**

## **Distance Learning Testing**

### **Policy**

The Puyallup campus Library has volunteered to proctor tests for the Distance Learning Center. Students must show picture ID before they take a test. They may take tests anytime the library is open. When the library closes, the test is finished. The student is responsible for bringing all needed testing supplies.

### **Procedure**

- Check picture ID (no ID = no test, no exceptions). Fill-in the log sheet. The Distance Learning Log Book is located in the file under the Circulation Desk.
- Retrieve the test from the test file cabinet. If the cabinet is locked, the labeled key is hanging below the circulation computer. Double-check the test to insure you are giving the student the correct test, in case a test was misfiled. Point out any test instructions to the student concerning time limit, calculator use, open or closed book, etc.
- Cell phones must be off and put away. Not on the desk.
- Distance Learning test instructions and rules are posted in the testing carrels.
- Students must take the test in the carrels to the right of the circulation desk where they are visible to the staff.
- Students may request a study room, but may not take any personal items with them unless the test is open book and open notes. They may not take a cell phone in a study room.
- When the test is completed, make sure the scantron is filled out properly, name, test, test number, and date should appear clearly. Sign the test off in the logbook and place the test in a PINK Distance Learning envelope. It is okay to put several test in one envelope. Re-file the test promptly. Before the courier arrives put the pink envelope in the Ft. Steilacoom “Out Going” mail slot (not in the library/FS grey tub).
- There is no limit to how many tests a student can take per day, but it is a good idea to check with Distance Learning if a student asks, in case of a change in policy.
- We do not keep any information or syllabi for distance learn courses. Refer students to the Distance Learning Office or the class Instructor for any questions concerning their course or test results. The Distance Learning phone number is 253-964-6244.

**Date: July 23, 2006**

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