

Pierce College District Faculty Make-Up Exam Request Form

Faculty Instructions

Please complete this form and submit it, along with your exam, via email to TestingCenter@pierce.ctc.edu or drop off at a Student Success Welcome Desk at least 48-72 hours in advance of a proctored exam. Staffing/space is limited and requests may not be honored if not received within 48-72 hours. No more than three students per proctored exam. Please remind students to bring photo ID for verification.

Instructor's Name: _____ Course Number/Title: _____

Current Date: _____ Date of Exam: _____

Name of Student(s): _____

Location for Proctored Test: Fort Steilacoom Puyallup

Exam Instructions (Check all that apply):

Materials Allowed:

- Open book/notes
- Closed book/notes
- Time limit: _____
- Essay
- Multiple choice
- Other (specify): _____

- None
- Scantron
- Notes (specify): _____
- Scratch paper
- Calculator
- Other (specify): _____

Return Preference:

- Hold for pickup
- Return through campus mail (mailbox #): _____
- Email

Student Instructions

Please review and agree to the following:

- Stow your personal belongings before you begin. No cell phones or other devices unless specified by an accommodation.
- No gum, food, or drink in testing areas unless specified by an accommodation.
- Review testing instructions before you begin.
- No communication with or disrupting other testers. The testing space is a quiet zone.
- Do not leave the testing space once you begin. If you have an emergency or need a bathroom break, bring your materials to the testing specialist.
- Return ALL testing materials when finished testing.
- No cheating or plagiarism. Please review the academic dishonesty policy on the backside of this page.

Testing Specialist Instructions

Check here if you verified student's ID

Student Start Time: _____ End Time: _____

Proctor's Name: _____ Date: _____

Academic Dishonesty Policy

1. Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication. The decision to bring a student conduct proceeding under this code for academic dishonesty is at the sole discretion of the academic standards officer. Nothing in this code prohibits instructors and/or academic divisions or departments from imposing academic consequences in response to academic dishonesty. Faculty may impose up to and including a failing grade in an academic class and academic divisions or departments may impose up to and including dismissal from an academic pro-gram. Policies and procedures governing the imposition of academic consequences for academic dishonesty can be found in the class syllabus and applicable program handbook.
 - a. Cheating includes using or any attempt to use, give or obtain unauthorized assistance relating to the completion of an academic assignment, test, or exam.
 - b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Plagiarism may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
 - d. Multiple submissions includes submitting the same work in separate classes without the express permission of the instructor(s).
 - e. Deliberate damage includes taking deliberate action to destroy or damage another's academic work or college property.
 - f. No student shall be allowed to withdraw from a course or from the college to avoid the consequences of academic dishonesty.

2. Acts of dishonesty. Acts of dishonesty include, but are not limited to:
 - a. Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;
 - b. Tampering with an election conducted by or for college students; or
 - c. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.