

# STUDENT RULES AGREEMENT

The following rules are set as a reminder that academic honesty is an expectation of our students at SVCC. While taking exams off-site, it is important that the same level of integrity is upheld by the student.

- I will be responsible for locating an approved off-site testing location and scheduling appointments for exams as necessary.
- I will be responsible for confirming with off-site proctor that my exams have arrived and are available.
- I will be responsible for paying proctoring fees for my exams as requested by the off-site testing location.
- I will be responsible for providing a valid photo ID.
- I will not bring my cell phone or wear a smart watch into the testing area.
- I will not bring any personal belongings, electronic devices, unauthorized testing aids, food or drink into the testing center.
- I will not leave the designated testing area during exams.
- I will not talk to other students during exams.
- For online exams, I will not access unapproved web material, leave the webpage of online exam or access another browser during exams.
- I will turn in all of my exam materials including scratch paper to the off-site proctor.
- I am aware that students found guilty of academic dishonesty are subject to disciplinary action as found in the SVCC Student Handbook.

**I have read, understood and agreed to the requirements outlined in the Student Rules Agreement.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form should be completed by the student requesting off-site proctoring for a SVCC course.  
Please scan and email completed form to [testing@svcc.edu](mailto:testing@svcc.edu) **and your course instructor.**

*Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.*



# PROPOSED OFF-SITE TESTING LOCATION INFO

Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Proctor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Proctor's Email address: \_\_\_\_\_

Proctor's Phone Number: \_\_\_\_\_

- \* This form should be completed by the student requesting off-site proctoring for a SVCC course. Please scan and email completed form to [testing@svcc.edu](mailto:testing@svcc.edu) **and your course instructor**.
- \* **Final approval of off-site proctoring location will come from the instructor.** The Testing Center works only as the facilitator between student, proctor and instructor.

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