GUIDELINES FOR PROCTORED TESTS

General guidelines

As far in advance as possible, the student schedules the proctored test by calling the library on Brewton Campus at (251) 809-1584.

The student arrives at the scheduled time with his/her photo ID and other materials (as allowed by the instructor).

Proctoring is provided on a first-come, first-served basis with Coastal Alabama students having top priority in the event of a scheduling conflict.

Test proctoring is only provided during the library’s regularly scheduled hours of operation and during the established academic calendar for the college.

Guidelines for students enrolled in courses at other colleges:

The student provides the contact information to his/her instructor.

Leigh Library
220 Alco Dr., Brewton, AL 36426
Jeffrey Faust, Library Director
Kim Coale, Technical Services Librarian
251-809-1584 (tel) 251-867-7399 (fax)
jeffrey.faust@jdcc.edu
kim.coale@jdcc.edu

Atmore Campus Library
6574 Hwy 21 N, Atmore, AL 36502
Shameka Leslie, Library Assistant
251-368-7610 (tel) 251-368-7667 (fax)
shameka.leslie@jdcc.edu

The instructor submits a proctoring request including detailed parameters:

- name of college
- instructor’s contact information
- student’s name and ID number
- course name and number
- dates of testing window
- amount of time allowed per test
- list of what may be utilized during the test, e.g., textbook, notes, dictionary, calculator, etc.

For online tests:

- specifics about browser restrictions
- login instructions including password
- please note that we are unable to install additional software

For paper tests:

- the test in PDF, DOC, DOCX, or RTF format
- mailing instructions for completed paper tests including whether or not scratch paper is to be collected and either shredded or returned to the instructor