

Instructions for HIT Program Final Exams - Spring 2008:

All students must take their Final exam at a Testing Center. The only test that must be proctored is the final exam. The final exam will be taken online, similar to the tests taken during the semester, but is password protected. Passwords will be sent to approved proctors only, not to students. All required course work, such as chapter exams, assignments, etc., must be completed or the Final Exam will not be released. Students are NOT allowed to use any notes or books during the final exam.

The exam must be taken during Finals Week, which is May 1 - May 7, 2008. The absolute last day to take the Final Exam is May 7, 2008. No exceptions will be made. Arrangements to take the Final exam should be made before April 20, 2008.

These instructions are applicable to the San Juan College Health Information Technology Program and apply to HIT Program courses. Other San Juan College programs may have different requirements for testing.

If you have any questions or concerns, email Sandra Johnson at johnsons@sanjuancollege.edu.

Local Students

Students located in the Four Corners Area (within 60 miles of San Juan College main campus) must take their Final exam on campus at the San Juan College Testing Center. Contact the Testing Center to make an appointment to take the exam. The phone number for the testing center is 505-566-3139. You can find more information and a map for the Testing Center here - <http://www.sanjuancollege.edu/pages/3087.asp>. Local students do **not** need to submit a Proctor Form.

Distance Students

ALL STUDENTS MUST TAKE THEIR FINAL EXAM AT A TESTING CENTER.

Students located outside of the Four Corners Area must make arrangements at a local Testing Center to take the Final exam. If there is a University or College near you, chances are they have a Testing Center. This is your first option for testing and **you should make every possible effort to utilize a testing center**. Students are responsible for any applicable fees required by a Testing Center. If there is no Testing Center available, email Sandra at johnsons@sanjuancollege.edu to find testing options.

Use the SAN JUAN COLLEGE HIT PROGRAM PROCTOR APPROVAL/AGREEMENT form and make sure to complete the form completely. It is important that you include the course name and section number, and the date you are taking the test so the password can be sent before you arrive. Ask the proctor to complete the form as indicated and fax it to 505-566-3820. Passwords will be emailed to proctors one day before you are scheduled to take your exam. You will be sent an email as well indicating that the password has been sent.

Passwords will NOT be sent to Yahoo!, Hotmail, or other such email addresses.

**SAN JUAN COLLEGE HIT PROGRAM
PROCTOR APPROVAL/AGREEMENT**

Section A. To be completed by the student
Student Contact Information

1. Name: _____ WebCT ID: _____
Phone: (_____) Email Address _____
2. Course Name and Section Number: _____
3. Date exam will be taken: _____
4. I, the student named above, confirm that (1) the proctor I have chosen conforms to the guidelines of approved proctors set up by San Juan College HIT Programs (2) that I am responsible for any fee, if applicable, for proctoring services (3) that the information provided on this form is correct to the best of my knowledge.

Student Signature: _____ Date: _____

Section B. To be completed by the proctor
PROCTOR CONTACT INFORMATION

1. Proctor's Name: _____ Title _____
Company or Organization: _____
E-Mail Address _____
PASSWORDS WILL NOT BE SENT TO YAHOO! OR HOTMAIL ADDRESSES
Daytime Phone (_____)

PROCTOR AGREEMENT

2. **(Check)**
 I confirm that I am not in any way related to the student, nor am I a close friend, neighbor, church official, athletics personnel (coach) or employer (supervisor) of the student.
 I agree that I will administer the exams in accordance with the instructions provided by SJC HIT Programs, that I will not allow the students to use notes, dictionary, text books, or other materials (unless otherwise instructed), or allow anyone access to the student while taking their examinations.
 I agree that I will at no time give the student access to the exam passwords.
3. I certify that: (1) all the information I have provided is accurate (2) I will administer exams in accordance with the instructions provided to me by SJC HIT Programs.

Proctor Signature _____ Date _____

Section C. To be completed only after **Section A** and **Section B** are completed

Return form to: San Juan College HIT Programs - Fax: 505-566-3820
4601 College Blvd.
Farmington, NM 87401

For office use only: Approved Not Approved

Password sent _____ (date and time) Initials _____