

January 11, 2012

Dear Palomar Faculty & Staff:

The Tutoring Center will reopen for tutoring & proctoring services on January 23rd for the Spring term.
From Monday, January 23rd through Friday, May 18th we will be open:

- ✓ Mondays: 9am – 8pm
- ✓ Tuesdays through Thursdays: 9am – 5pm
- ✓ Fridays: 9am – 1pm
- ✓ Saturdays: 9am – 12pm

Additionally, please mind our department closures:

- ✓ February 17th -- 20th: Presidents' Day holiday
- ✓ March 17th -- 25th: Spring Break
- ✓ May 18th: Last proctoring day. All remaining exams will be campus-mailed, if not collected, by 1:00pm.

Pertaining to our proctoring services, please keep in mind that:

1. Full-class exam proctoring is limited to **online** classes.
Proctoring for traditional in-class instruction is available for make-up exams.
2. Both tutoring & proctoring services are only available during the confirmed schedule listed above and on a first-come, first-served basis.
3. At this time, Tutoring cannot accept emailed exams nor print testing materials for our faculty. Please defer to your department (perhaps your A.D.A) for such assistance.
4. **Please include a class roster along with your test(s), for each proctoring request/submission.** We'll use these roster(s) along with a student's photo ID to cross-reference every testing student. For their protection, we recommend the omission of the personal information from your roster(s) such as phone #, email address, etc. before turning them over to us.
5. **Exam proctors strongly recommend** that instructor's last name, course name & number be printed on both the exams and rosters prior to their submission to our Center. Our elevated demand for proctoring services has made this information indispensable and will facilitate our process of test administration and packaging of completed exams. We make every effort to provide accurate, expedient service to you and your students and it's in this capacity that we request your cooperation.

Visit us online for more information: www.palomar.edu/tutoring and click on the "Proctoring" link on the left.

Thank you,

Leticia Murillo
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