**Great Basin College Math Department Academic Testing Policy**

To enhance academic integrity and academic honesty of courses at Great Basin College, the Math Department supports proctors for summative assessments.

Students are required to take exams at a GBC location (The Academic Success Center, Ely Campus, Winnemucca Campus, Pahrump Campus, etc), at **Nevada State High School** under the supervision of a proctor, or they may take exams under the supervision of an approved proctor. Approved proctor means those approved by the instructor for this course. Students are responsible for any and all costs incurred for proctoring. Approved proctors include: 1) Live proctoring at a Great Basin College Campus 2) Zoom proctoring through the GBC Academic Success Center 3) public librarians, 4) principals, vice principals**, teachers, and school counselors** of public or private schools, 5) higher education testing centers, and 6) education officers at a military base. Family members, friends and coworkers are not acceptable proctors, even if they fit into a category described above. Students are responsible for setting up their own proctor and providing the necessary information to the instructor.  **Students will provide proctor information to their instructor a minimum of a week before an exam. Specific deadlines will be listed in the syllabus for the course.**

The exam dates are listed in the **syllabus** and schedule available on WebCampus. You are responsible for knowing what hours the exam will be available.