SAS Student Testing Guidelines

To ensure a smooth and equitable testing experience, please review and follow the guidelines below when scheduling exams through the SAS Testing Center.

1. Scheduling Your Exam:

• **Standard Quizzes and Exams**: Appointments must be scheduled at least **5 business days** in advance.

• **Final Exams**: Must be scheduled at least **7 business days** in advance. Final exam dates are published at the start of the semester.

• **How to Schedule:** Submit the SAS Exam Appointment Request Form through your MyCOM portal link or by using our testing appointment QR-code (can be found on back page).

2. Testing Center Hours:

All exams must be scheduled during SAS operating hours:

Day:	Hours:
Monday	9:00 AM – 4:00 PM
Tuesday	9:00 AM – 4:00 PM
Wednesday	9:00 AM – 5:00 PM
Thursday	9:00 AM – 4:00 PM
Friday	**Closed** (subject to change)

3. Identification Requirement:

• Please be prepared to present a valid photo ID to the proctor at the time of your exam.

4. Instructor Communication:

• It is your responsibility to notify your instructor of each scheduled exam.

• Exams will only be administered if approved by your instructor and submitted to SAS.

• Resolve any scheduling conflicts with your instructor before submitting your request.

5. Final Exam Planning:

• Final exams can be scheduled early in the semester.

• Check your course's final exam schedule via the online COM Class Schedule Search (on the live CRN link).

• If extended time accommodations create overlapping exam conflicts, notify your instructors as soon as possible to make alternate arrangements.

6. Drop-In Policy:

• Drop-in testing is **not** available. Only students with confirmed appointments will be accommodated.

7. Academic Integrity:

• The SAS Test Proctoring Center adheres to MCCD **Board Policy 5500** – Standards of Conduct, including Section 14 on Academic Dishonesty. Violations will be reported and addressed accordingly.

8. Rescheduling or Cancellations:

If you need to reschedule or cancel a testing appointment:

• Notify the SAS Testing Center at least 24 hours in advance whenever possible.

• Contact your instructor to confirm approval for the new date/time.

• Submit a new appointment request form through your MyCOM portal.

Note*: Missed appointments without notice may result in delays or limited availability for future testing.*

9. Contact Information:

For questions, assistance, or support with scheduling exams or understanding your accommodations, please contact:

Student Accessibility Services (SAS)
📧 Email: sas@marin.edu
📞 Phone: (415) 485-9406
🌐 Website: marin.edu/sas

Xenia Zarrehparvar
Test Proctoring Center
📞 Phone: (415) 457-8811 ext. 7706
📧 Email: xzarrehparvar@marin.edu

10. Appointments link or QR code: https://forms.marin.edu/form/sas-student-exam-appointment-request