Disability Support Programs & Services (DSPS)

# Test Proctoring Guidelines for Instructors

**INSTRUCTOR STEPS FOR SUBMITTING EXAMS AND QUIZZES TO PROCTORING DSPS STUDENTS**

* **DSPS Test Proctoring is located in the Business Social Sciences building, Room BS-104.**

1. Please submit the exam and instructions using the[**Faculty Request to Proctor**](https://employees.crc.losrios.edu/collegewide/forms/dsps-forms/faculty-request-for-test-proctoring)webform **at least two (2) business days in advance of the scheduled exam**. You may submit for multiple students using one form for a particular test day.
2. **Please submit the actual exam and supporting documents with the proctor instructions.** If the exam does not arrive in a time for the scheduled test appointment, faculty may need to provide test accommodations for the student, or extend the last day to take the exam.
3. **Alternate Media.** Any exam that needs conversion to Braille, large print, or e-text. must to be submitted **a week in advance of the scheduled exam appointment** (earlier submission preferred).
4. Completed test(s) taken at the in-person proctor center will be delivered to your department mailbox within 24 – 48 hours of completion.
5. You should receive a current term CRC DSPS Confidential Accommodation Memo from the student. Please review the memo (accommodation letter) carefully. It communicates accommodations for the current term.

* Students are encouraged to meet one-on-one with you to discuss their accommodations. If after meeting with a student, you have questions/concerns about test proctoring or any other accommodation, please contact [DSPS](https://crc.losrios.edu/student-resources/support-services/disability-support-programs-and-services-(dsps)/request-test-proctoring).
* **Remote synchronous exams with extended test time accommodations**: Student, instructor and DSPS will need to collaborate early on to identify options for student assessments. DSPS does not have staff that can sit and monitor synchronous exams/quizzes.

1. Students should know the last day to take the exam and are responsible for scheduling in-person appointments **at least two business days prior to the date of the test/quiz**. Students have been informed to schedule online [here](https://crc.losrios.edu/student-resources/support-services/disability-support-programs-and-services-(dsps)/request-test-proctoring).

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| **TEST LOCATION** | **PROCTOR FORM &**  **SUBMISSION PROCESS** | **CONTACT INFO** |
| DSPS Test Procter Center  BS-104 | [Test Proctoring link](file:///\\crc-data-admin.crc.ad.losrios.edu\shared\DSPS\DSPS%20Forms%20&%20Handbooks\Original%20Word%20Files\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2TWMVVCN\crc.losrios.edu\testproctoring) | DSPS Proctor Desk  x7528  [crc-tpc@crc.losrios.edu](mailto:crc-tpc@crc.losrios.edu) |

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