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. The center facilitates proctored exams where peers are also being proctored by their instructors.
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 carefully. It communicates accommodations for the current term.
* Students are encouraged to meet one-on-one 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-%28dsps%29/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-%28dsps%29/request-test-proctoring).

|  |  |  |
| --- | --- | --- |
| **TEST LOCATION** | **PROCTOR FORM &****SUBMISSION PROCESS** | **CONTACT INFO** |
| DSPS Test Procter CenterBS-104 | [Test Proctoring link](file:///%5C%5Ccrc-data-admin.crc.ad.losrios.edu%5Cshared%5CDSPS%5CDSPS%20Forms%20%26%20Handbooks%5COriginal%20Word%20Files%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2TWMVVCN%5Ccrc.losrios.edu%5Ctestproctoring)  | DSPS Proctor Deskx7528crc-tpc@crc.losrios.edu |

Revised 8/02/24