

FACULTY



Distance Education &
Media Services
(DEMS)



Testing deadlines must be submitted to the Test Proctoring Center from the Distance Education & Media Services (DEMS) office, L125. Calendar is currently in place for all required exams.



Instructor must submit information for testing to DEMS.



DEMS will forward materials to the Test Proctoring Center.



Once student has tested or deadline has past the DEMS staff will pick up testing materials from the Test Proctoring Center, unless other arrangements have been made by the instructor.



Disability Support
Programs and Services
(DSPS)



Instructor must collect DSPS paperwork from student, discuss testing arrangements with student and issue a "Test Proctoring Pass" to student.



Instructor must submit testing materials to the Test Proctoring Center in-person, by intercampus mail, or by email, along with the "Test Proctoring Request Form", at least one day prior to exam deadline.



Instructors are responsible for picking up exams from the Test Proctoring Center, unless other arrangements have been made.

STUDENT



Distance Education &
Media Services
(DEMS)



Student must contact the Test Proctoring Center to schedule an appointment within the established testing window.



Disability Support
Programs and Services
(DSPS)



Student must give accommodation paperwork to instructor and discuss testing arrangements with instructor.



Once instructor accepts DSPS paperwork and testing arrangements are discussed, instructor will issue the student a "Test Proctoring Pass".



Student must contact the Test Proctoring Center with the "Test Proctoring Pass" to schedule an appointment.

Test Proctoring Center, Room L 106, (916) 691-7528

Exams may be emailed to: CRCTPC@crc.losrios.edu