



Test Proctoring Guidelines

STEPS FOR SUBMITTING EXAMS AND QUIZZES FOR PROCTORING FOR DSPS STUDENTS

- DSPS Test Proctoring is located in BS-104.**
- Please submit a completed Request to Proctor Form with each test.** We cannot proctor an exam without this form. You can download a copy at crc.losrios.edu/testproctoring. If more than one student is taking the same exam only one proctor form is needed.

There are two ways to submit tests:

- Electronic Submission at crc.losrios.edu/testproctoring
 - Hand Delivery to BS 104
- Please submit exams at least 48 hours in advance of the scheduled day the class takes the exam.** If there are concerns about getting exams to the location on time, contact DSPS immediately. If the exam does not arrive by the time of the test appointment, faculty may need to provide test accommodations for the student, or extend the last day to take the exam.
 - Alternate Media.** Any exam that needs to be converted to braille, large print, e-text etc. needs to be submitted a week in advance.
 - Completed test(s) will be delivered to your department mailbox within 24 hours of completion.
 - You should receive at minimum a 2-day courtesy notice from the student regarding their test accommodation (new or updated Confidential Memos). Please review the DSPS Confidential Memo carefully. It communicates accommodations for the current term.
 - Students should know the last day to take the exam and are responsible for scheduling their appointment at least 2 business days before the test.

TEST LOCATION	PROCTOR FORM & SUBMISSION PROCESS	CONTACT INFO
DSPS Proctor Center BS-104	Test Proctoring link under STUDENT SERVICES tab crc.losrios.edu/testproctoring	DSPS Proctor Desk x7528 crctpc@crc.losrios.edu

Students are encouraged to meet one-on-one with you to discuss their accommodations. If after meeting with a student, you have questions or concerns about test proctoring or any other accommodation, please feel free to contact DSPS at x7275.

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