

# Proctoring Procedures

## 1: Download the Proctor Request Form

Students have to turn in FIRST

- [Proctoring Request Information](#)

### Student completes the top portion of the form:

- Student name
- G#
- Kurzweil on the test?
- Semester Class
- Instructor Name

### Instructor completes the rest of the form:

- Date of test
- Time of test
- Length of time to take the test
- If student has back-to-back classes, is there a flexible start time?
- Agree where the test will be proctored
- Let us know how the test will be delivered to us
- Let us know how you would like us to return the test to you
- Give us any special instructions for the test
- Professor signature

## 2. Professors

Please email the completed form to [canadadrc@smccd.edu](mailto:canadadrc@smccd.edu) OR to [suda@smccd.edu](mailto:suda@smccd.edu).

### The form must be turned in at least 7 days prior to the test

This is the form that the DRC office will email professors when it's their turn to provide us information about their exams:

- [Proctoring Information form](#)

### Students: Please know the following regarding your proctoring request:

- Testing accommodations will not be provided until a student's eligibility for such services has been verified.
- Testing accommodation will be provided to students only in courses where their educational limitations indicate that they are necessary.
- Exams will be stopped and instructors will be notified if cheating, unauthorized use of notes, books, calculators or other improper behaviors are observed during the examination. Infractions will be referred to the Vice President of Student Services for due process as defined by the Cañada College catalogue

## 3: Confirmation email from the DRC.

If you do not receive any email from us after 48 business hours, please email us to confirm that we have received your proctoring request.

Please note that proctoring appointments are on a first-come-first-serve basis. If we run out seats, the DRC will give students an option to take their exams on another day and/or time OR take the test through the Learning Center.