

DRC EXAM PROCTOR REQUEST FORM

*This form must be completed, signed, and turned in **7 DAYS BEFORE THE FIRST TEST!** (exceptions are based on availability)*

Student Name: _____ G# _____ Kurzweil These Exams ☐

Fall ☐ Spring ☐ Summer ☐ Year: _____ Class: _____ Instructor: _____

TO BE COMPLETED BY INSTRUCTOR:

(Please attach a separate page with additional dates if there are more than 6 exams scheduled for the semester)

Exam Dates (for entire semester)	Exam Start Time (for entire class)	Exam Duration (for entire class)	In the event of scheduling conflicts, what is the absolute <u>last</u> day the exam must be proctored by?

Approved Proctoring Settings (check all that apply):

☐ DRC Exam Room (DRC Staff) ☐ Zoom (DRC Staff) ☐ Learning Center (Learning Center Staff)

Exam Delivery – (Please deliver to DRC 3 days prior to proctoring appointment):

- ☐ I will hand deliver the exam to the DRC office, or email it to canadadrc@smccd.edu
☐ Canvas exam; I will upload it to the DRC Canvas Sandbox (DRC Staff will provide access if you don't already have it)
☐ Non-Canvas online exam; no delivery or upload required

Exam Return:

- ☐ Please scan and email the exam back to me, and then deliver the original to my mailbox, located in Bldg _____.
☐ I will come pick up the exam from the DRC office (We will email you when it is complete)
☐ N/A – Canvas or other online exam

Required Materials:

☐ Scantron ☐ Blue Book ☐ Computer ☐ Calculator ☐ Other (list below)

Approved Optional Materials:

☐ Notes (electronic) ☐ Notes (paper) ☐ Scratch paper ☐ Textbook ☐ Dictionary
☐ Word Processor ☐ Calculator ☐ Internet ☐ Memory aid (must be approved beforehand)

Other Special Instructions For Exam:

Instructor - Please initial here to confirm all information in this section is accurate: _____

TO BE COMPLETED BY DRC STAFF

Extra time: 1.5x ☐ 2x ☐ Other: _____ Distraction reduced environment ☐ Reader ☐ Scribe ☐

Memory aid ☐ Large print: ____ (font size) Calculator ☐ Earplugs ☐ Music ☐ Breaks ☐

Other: _____

DRC Proctoring Agreement

Please read and initial in agreement with each of our testing policies and procedures:

1. Seats are limited. Therefore, proctoring appointments are given by a first come, first serve basis. This means that the DRC is unable to guarantee proctoring appointments during your requested day and time when this form is submitted.

Student: _____ / Instructor: _____

2. 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.

Student: _____ / Instructor: _____

3. This form is due 7 days prior to the requested proctoring appointment. Physical tests are due 3 days prior to scheduled proctoring appointment. DRC will make exceptions depending on circumstances. However, if test is not received by the proctoring appointments, the DRC will not be able to proctor and the appointment may have to be rescheduled for another day and time.

Student: _____ / Instructor: _____

4. **This question is only for zoom proctoring sessions. Please skip this question if you are NOT requesting a zoom proctoring session.** All virtual proctoring sessions will be recorded. As soon as the student is ready to be recorded, recording will begin and the following will occur:

- a. Student will be asked to verbally acknowledge that the proctoring session is being recorded.
- b. Student will be asked to move the camera around the room and their desk area before they begin their test/quiz.
- c. Student will be given a review of what their testing accommodations are and any special instructions from the professor.
- d. If the test is online, the student will be required to share their screen with the proctor so they can record their desktop activity. During breaks, only recording of the desktop will stop; recording of the student will resume. If student must leave the room during breaks, they cannot take any items from the room with them, except items pertaining to their medical needs.
- e. Professors have up to two weeks to request the video copy of the proctoring appointment. After then, all recordings will be permanently deleted.
- f. The DRC will not be able to proctor any exams on Canvas if Proctorio is linked to the course because as soon as the student begins the exam, the computer will inactivate all computer programs, including Zoom. Professor must provide an alternative method to the DRC & student in case this happens (e.g. Upload exam onto the DRC Canvas sandbox, provide a hardcopy of the exam to DRC).

Student: _____ / Instructor: _____

Student: After you have completed and signed your portion, email this form to your professor.

Instructor: After you have completed and signed your portion, email this form to canadadrc@smccd.edu, and Cc student.

Signature	Date	Email Address
Student:		
Instructor:		

****If student required the assistance of a scribe to complete this form, please print the scribe's name here:**
