

Proctor Request Form (AKA “Blue Form”)

Student must complete and return this form to the DRC 7 DAYS BEFORE A TEST!

Student Name: _____ G# _____ Kurzweil This Test ☐

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

To Be Completed by Instructor:

****During campus closure, zoom proctoring is on a first-come, first-serve basis.**

Requested date of proctoring appointment:	
Requested start time of proctoring appointment	
Length of time that class gets for the test (hours/minutes)	
If the DRC does not have seats available on the requested day and time, what is the absolute <u>last</u> day the test must be proctored by?	

Which DRC setting are you requesting:

- ☐ Alternate Media Lab (5-207)
- ☐ Assessment Center (9-110) *Only Tuesday & Wednesdays*
- ☐ Zoom

I. Test Delivery - (3 days in advance)

- ☐ I will personally deliver the test to the DRC
- ☐ I will email the test to canadadrc@smccd.edu
- ☐ I will arrange for someone (colleague/student) to deliver the test to the DRC by _____ (date)

2. Test Return

- ☐ I will pick up the test myself.
- ☐ The student will deliver the test back to me.
- ☐ Please return the test by inter-campus mail.
- ☐ Please scan and email the test back to me.
- ☐ Online exam, so no need to deliver it me.

Special Instructions – Student may use:

- | | | | | |
|---|-------------------------------------|---|---|--|
| <input type="checkbox"/> Scan Tron | <input type="checkbox"/> Calculator | <input type="checkbox"/> Open Book | <input type="checkbox"/> Notes (electronic) | <input type="checkbox"/> Notes (paper) |
| <input type="checkbox"/> Scratch paper (will turn in with exam) | <input type="checkbox"/> Blue Book | <input type="checkbox"/> 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 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 that you understand each of our testing policies and procedures:

1. During campus closure, we are STILL providing proctoring; however, seats are limited since all testing must be conducted in a one-on-one setting. Therefore, we are unable to guarantee proctoring appointments during your requested day and time.

Student initials: _____ **Instructor** initials: _____

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 initials: _____ **Instructor** initials: _____

3. 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 they must leave the room during breaks, they cannot take any items from the room with them.
 - e. Professors have up to two weeks to request the video copy of the proctoring appointment. After then, all recordings will be permanently deleted.

Student initials: _____ **Instructor** initials: _____

4. This form is due 7 days prior to the requested proctoring appointment. Physical tests are due 3 days prior to scheduled proctoring appointment.

Student initials: _____ **Instructor** initials: _____

5. The DRC may 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. An alternative method must be provided to the DRC in case this happens.

Student initials: _____ **Instructor** initials: _____

Please sign below to acknowledge all policies and procedures & have student email it to canadadrc@smccd.edu.

Signature	Date	Email Address
Student:		
Professor:		

If student required assistance of a scribe, please have them print their name here:
