Cañada College
DRC 🌿 Disability Resource Center

Proctor Request Form

*Student must complete and return this form to the DRC **7 DAYS BEFORE A TEST! (exceptions are based on availability)***

Student Name: _____   G# _____   *Kurzweil* This Test ☐

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

To Be Completed by Instructor:

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

Requested dates of proctoring appointments Needed for the Semester:	Requested start time of proctoring appointments:	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 last day the test must be proctored by?

Which DRC setting are you requesting: ☐In-person   ☐Zoom

Test/Quiz Delivery - (We recommend that tests/quizzes are delivered to the DRC 3 days prior to proctoring appointments)

☐ I will personally upload the exam to the DRC Canvas Sandbox (*DRC will notify you when you have been added as a "teacher" on our Canvas sandbox, so you can upload the test/quiz*)

☐ Other online exam; student just needs to sign on with their username and password.

☐ I will drop off the tests/quizzes to the DRC office myself.

Test/Quiz Return

☐ Online/DRC Canvas exam, so no need to deliver it me.

☐ Please scan and email the test back to me.

☐ I will come pick up the test/quiz myself

☐ Please drop off the test/quiz to my office, located at: _____ (confirmation of drop off will be sent to you)

Special Instructions – Student may use:

☐Scantron   ☐Calculator   ☐Open Book   ☐Notes (electronic)   ☐Notes (paper)

☐Scratch paper   ☐Blue Book   ☐Memory aid (must be approved beforehand)

Other Special Instructions for exam:

_____

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.   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.

<div align="center">Student initials:_____ Instructor intitials:_____</div>

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.

<div align="center">Student initials:_____ Instructor intitials:_____</div>

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.

<div align="center">Student initials:_____ Instructor intitials:_____</div>

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 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. 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).

<div align="center">Student initials:_____ Instructor intitials:_____</div>

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

Signature	Date	Email Address
Student:		
Professor:		

<div align="center">**If student required assistance of a scribe, please have them print their name here:**</div>

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