

Cañada College

DISABILITY RESOURCE CENTER (DRC)

Proctor Request Form (AKA "Blue Form")

ALL PROCTORING WILL BE CONDUCTED VIRTUALLY DURING CAMPUS CLOSURE

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 DATES for proctoring for the Semester <i>(estimated dates are okay):</i>	Requested start time of proctoring appointments:	Length of time that class gets for the test <i>(hours or minutes):</i>	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?

(If there are more dates, please attach a separate page to list them)

Test Delivery - (3 days in advance)

- I will personally upload the tests/quizzes to the DRC Canvas Sandbox.
- The tests/quizzes will be on a different online platform. If need be, I will provide the DRC with login information.
- I will email a PDF or WORD copy to the canadadrc@smccd.edu.

Test Return

- Please email the test/quiz back to me.
- Since it's an online exam(s), the DRC does not need to deliver.

Special Instructions – Student may use:

- Scan Tron Calculator Open Book Notes (electronic) Notes (paper)
- Scratch paper (will turn in with exam) Blue Book 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: _____

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DISABILITY RESOURCE CENTER (DRC)

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:
- Student will be asked to verbally acknowledge that the proctoring session is being recorded.
 - Student will be asked to move the camera around the room and their desk area before they begin their test/quiz.
 - Student will be given a review of what their testing accommodations are and any special instructions from the professor.
 - 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.
 - 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:
