

SRC DSS ACCOMMODATIONS and MAKEUP TESTING PROCEDURES

The hours of operation are:

Monday	12:30pm – 3:30pm	E162
Tuesday	12:30pm – 3:30pm	E162
Wednesday	12:30pm – 3:30pm	E162
Thursday	6:00pm – 9:00pm	W148

Students and faculty planning to use DSS Accommodations or Makeup Testing Services should be sure to **plan the times that students arrive carefully**, as the services are not available outside the scheduled hours. In addition, faculty should be sure to go over the Faculty Senate approved *Guidelines for Use* adapted for SRC (attached) to get a sense of the types of situations for which using Makeup Testing Services would be appropriate.

The procedures for using DSS Accommodations and/or Makeup Testing Services are as follows:

1. The instructor should fill out the Testing Accommodations/Exam Proctoring Form. An electronic copy of this form is also available on the SRC webpage under Student Services/Faculty Resources and from the Receptionist. The complete form, as well as a copy of the test, should be put into a sealed envelope.
2. The envelope containing the test and the Testing Accommodations/Exam Proctoring Form should be either put into SRC Proctor mailbox or email to SRCProctoring@dvc.edu at least 24 hours prior to the test date.
3. The student should go classroom listed in purple on the date for his/her exam, and present to the proctor either **a DVC Connect Card or a valid California driver's license, California ID, passport, or other government-issued photo ID**. Students must arrive on time and complete the exam during a single block of time, unless otherwise indicated by the instructor on the Testing Accommodations/Exam Proctoring Form.
4. The proctor will return the test to the instructor through campus mail, or scan and email the form to the instructor per notation on the exam.

We hope that this service will be a valuable resource for you and your students. For questions or comments, please email SRCProctoring@dvc.edu