

**DVC San Ramon Campus
Testing Accommodations/Exam Proctoring Form for
Disability Support Services (DSS) and Make Up Test**

**INSTRUCTOR: Please complete the form prior to turning it in.
See testing schedule and NEW locations on the reverse side.**

Attach this form to student's exam and place it in a sealed envelope in the **SRC Proctor mailbox 24 hours** prior to the desired testing date. **Students must bring a photo ID and show up on time to take the exam.**

Student's Name _____ Date student will take exam with proctor _____
Course & Section _____ Last day for student to complete exam _____
Student ID Number _____ Instructor _____ Instructor's Contact Number _____

To be completed by Instructor - Number of exam pages _____ and please circle one: DSS Exam or Make Up Exam

To maintain the security and integrity of your test, please complete the following information:

1. **Check the testing conditions that may apply to this exam:**

_____ Notes allowed	_____ Scrap paper allowed
_____ OPEN Book	_____ Blue book required
_____ Calculator allowed	_____ Scantron required (specify form #) _____
_____ Dictionary allowed	_____ All tests materials must be returned
_____ Computer needed	

2. **Time allowed for students in class / special instructions** _____

Instructor's Signature

Date

3. Post exam options: (please see pre-exam options on reverse.)

_____ Deliver to Instructor's Mailbox or _____ Scan and Email to Instructor

Note to Instructor (for DSS students only)

I certify that the above named student is eligible for testing accommodations through DSS.

Testing Coordinator or DSS Counselor

Date

Please allow 7-8 days for Braille or test scribe accommodation

-If Braille accommodations are needed, please - return this completed form and email a copy of the exam to SRCProctoring@dvc.edu

-If a test scribe is needed please return this completed form and a copy of the exam to SRCProctoring@dvc.edu or place these items in the SRC Proctor mailbox

For questions about DSS accommodations, please email cawarren@dvc.edu or call, (925) 551-6239.
For testing procedure questions, please email SRCProctoring@dvc.edu or call (925) 551-6215.

Thank you,

Carolyn Warren
DSS Counselor, SRC

Ann Uawithya
Student Services & Instructional Support Coordinator

I certify that the above student took this exam under the conditions specified.

Test Proctor's signature _____ Date _____

Instructor's Information for DSS Testing Accommodations

DSS and Make-up Testing accommodations are scheduled as follows:

Monday	12:30pm – 3:30pm	W216
Tuesday	12:30pm – 3:30pm	E227
Wednesday	12:30pm – 3:30pm	W216
Thursday	6:00pm – 9:00pm	E164

Please read the following and complete the form as any omissions may compromise the security of your exam.

FORM INSTRUCTIONS

It is the policy of DSS that testing accommodations be scheduled on or as close to the same date as the exam is given in class. DSS requires a Testing Accommodation Form to be filed out for each exam. For multiple exams, each exam must be accompanied by a separate testing accommodation form. If you (the instructor) have concerns about the exam time and/or date, please send an email to SRCProctoring@dvc.edu.

1. Your student's responsibilities

- a. Upon announcement of an exam, students are required to pick up a testing accommodation form from Ann Uawithya in the Learning Commons, Room W-109 or Carolyn Warren, via counseling appointment to verify the student's eligibility and accommodations.
- b. Student will then bring the testing accommodation form to the instructor for completion.

2. Instructor's responsibilities

- a. Instructors are required to fill out the testing accommodation form **completely**. Please note that any omissions may compromise the security of the exam.
- b. After completing the form and before returning it, instructors should photocopy the form for their records and to serve as a reminder.
- c. Instructor will then deliver the completed form along with a copy of the exam using the delivery options below:

PRE-EXAM Delivery Options:

1. Email the exam

Email the exam and proctor form to SRCProctoring@dvc.edu. The form is available on line at <http://www.dvc.edu/org/divisions/student-services/src-services/faculty-resources.htm>

2. Deliver to SRC Mailroom:

Put the exam and completed proctor form in an envelope and place in the **SRC Proctor** mailbox in the located in the SRC mailroom.

POST EXAM Return to Instructor Options:

Please let Ann know your preferred method of return at the time you deliver the exam.

1. SRC mailbox

Deliver the exam and verification form directly to your SRC Instructor's mailbox in the mailroom.

2. Scan and Email

Scan the exam and email it to the instructor.