

# **Disability Support Programs and Services**

## **Orientation to Test Proctoring Guidelines**

# *What is Test Proctoring?*

*Test Proctoring is an  
opportunity for  
students to ...*

# *Test Proctoring*

... receive individual, disability-related accommodations for a test

## **For Example:**

- (1) Taking exams with extended time allowed or
- (2) Providing a quiet room for testing

# *Who Decides?*

Who decides the type of testing accommodations that a student may receive?

- (a) **DSPS Counselor?**
- (b) Test Proctor?
- (c) Tutor?
- (d) Professor?

Your counselor, working with you and your instructor, will decide which type of proctoring accommodations you qualify for.

# Goals

Which of the following is not a goal of Test Proctoring?

(a) To give disabled students equal access to testing their ability?

(b) To give disabled students an advantage over other students?

(c) To assist a student in accommodating his/her functional limitations?

(d) To comply with state and federal laws?

Giving any student an advantage over other students is **NOT** a goal of test proctoring.

# *Student Agreement*

To complete the Test Proctoring Agreement you must meet with your:

- (a) Tutor?
- (b) Proctor?
- (c) Counselor?
- (d) Professor?

You must meet with your counselor FIRST to set up the Proctoring Agreement.

# *Meeting with Counselor*

How often should I meet with my counselor to determine my Proctoring needs?

(a) One time only

(b) Before every test

(c) At the beginning of each semester

(d) Once a year

You must meet with your DSPS Counselor before each semester begins to determine your Proctoring needs.

# *Student Agreement Form*

Your Counselor will ask you to sign the "Test Proctoring Guidelines and Student Agreement" form which outlines your \_\_\_\_\_?

(a) Request for Tutoring

(b) Student Responsibilities

(c) Opinion of Testing

(d) Choice of Seating

This "agreement" form will outline your student responsibilities.

# ***Student Agreement Form***

The completed and signed "Test Proctoring Guidelines and Student Agreement" form verifies to instructors that \_\_\_\_\_?

**(a)** You would like extra help with the test

**(b)** You have been approved for this test proctoring service

**(c)** You are agreeable to testing

**(d)** You will follow the guidelines

This completed "agreement" form documents that you have been approved for test proctoring accommodations.

# Procedures

Which is “NOT” a Test Proctoring procedure?

- (a) Pick up a copy of the “Test Proctoring Request” form at the DSPS office (I3-101)
- (b) Fill out a separate form for each test
- ~~(c) Arrange to have your counselor present during proctoring~~
- (d) Have your professor sign and complete all blanks on the “Test Proctoring Request” form

Counselors are **NOT** present during proctoring

# *Determining Your Needs*

To determine if you need “Individual” or “Extended-Time” proctoring you must first meet with your?

- (a) Counselor
- (b) Teacher
- (c) Test Proctor
- (d) Tutor

Your counselor will discuss with you the appropriate use of both types of proctoring services

# *Extended Time*

“Extended Time” Proctoring is?

- (a) Extra time to complete a test
- (b) Mostly one-and-one-half to twice the normal time for taking a test
- (c) Often given to students in groups
- (d) All of the above

All of the above answers are correct

# *Proctoring with Specialized Services*

- (a) May involve one-on-one assistance with the student and the proctor?
- (b) May involve the proctor reading questions to a student?
- (c) May involve a proctor writing down answers exactly as stated by the student?
- (d) Will be determined in consultation with the counselor and the student
- (e) All of the above

All of the above answers are correct

# *Test Proctoring Request Form*

For Test Proctoring which of the following is required when you fill out your "Test Proctoring Agreement" form?

- (a) Turn it in at least 5 days before the test proctoring window. (10 days for finals)
- (b) Fill them out completely and accurately
- (c) Follow your counselor's recommendations
- (d) All of the Above

# *Denial of Services*

Test proctoring services may be denied to students who fail to:

**(a)** Meet with their counselor first to determine their proctoring needs and sign a Proctoring Agreement

**(b)** Fill out the Proctoring Request form completely

**(c)** Submit the Proctoring Request form and schedule an appointment at DSPS 5 days in advance of the test taking window

**(d)** All of the above

## *Extended Time*

Which of the following is “**NOT**” required for Extended-Time proctoring?

- (a) ~~Choose your proctoring location~~
- (b) Turn in your Test Proctoring Request form to the DSPS Office (I3-101)
- (c) Schedule an appointment at least 5 days before test taking window
- (d) Reserve a space early because the number of spaces is limited

You do not choose your proctoring location

# *Individual Proctoring*

Which of the following is NOT required for Individual Test Proctoring?

- (a) Turn in the Test Proctoring Request form to the DSPS Office (I3-101)
- (b) Schedule your appointment at least 5 days before the test taking window
- ~~(c) Arrange an appointment with your professor~~
- (d) Schedule early because spaces are limited

You do NOT need to schedule an appointment with your professor

# *Contact Immediately*

You must contact DSPS Proctoring

*"IMMEDIATELY"* if ?

- (a) A test date is changed
- (b) A test date is cancelled
- (c) You choose not to use proctoring
- (d) You need to reschedule proctoring for personal reasons
- (e) All of the above

You must contact DSPS Proctoring *immediately* for *any* of the above reasons

## ***To Contact the Proctoring Center***

If you need to contact Test Proctoring and the DSPS office is closed you must leave a detailed message (voice, tty, or email) and include?

- (a)** Your name, CSID, email & phone number
- (b)** Your class and professor's name
- (c)** The date, day, and time of the exam
- (d)** All of the above

Please include "ALL" of this information in your message.

# ***Rescheduling a Test***

Your Test Proctoring Request form includes a “test-taking window” of time which specifies a range of dates in which you may take the test.

To reschedule this “window” you will first have to meet with your?

(a) Dean and Department Chair

(b) Professor

(c) Proctoring Center

(d) Counselor

You must meet with your professor to change the dates in the “test-taking window” of time.

# *No-Show Policy*

1. Failure to show up once for a test will result in a **WARNING**.

True?

False?

2. Failure to show up a second time will result in **SUSPENSION** from Proctoring Services.

True?

False?

# *Suspension of Proctoring Services*

To begin proctoring services again after a suspension of proctoring services, you will first need to meet with your \_\_\_\_\_ to request reinstatement.

(a) Proctoring Assistant

(b) Professor

(c) DSPS Counselor

(d) School Dean

You will be required to meet with your counselor for a complete review and consideration of reinstating Proctoring services

# *Not Required #1*

Which of the following is **NOT** required to prepare yourself for Test Proctoring?

(a) Understanding the accommodations your counselor authorized

(b) Completing the Test Proctoring Request form and following the procedures

(c) Having your professor make arrangements with the DSPS Proctoring Center

Your professor is **NOT** required to make test proctoring arrangements for you.

## *Not Required #2*

(a) Bringing your Test Proctoring Request form to your professor for discussion

(b) Having your professor make arrangements with the DSPS Proctoring Center

(c) Explaining to your professor that you have a verified disability

Same Answer: Your professor is **NOT** required to make test proctoring arrangements for you.

# ***No-Show Policy***

If you do not show up for your proctoring appointment when scheduled and the test taking window has expired, your test will be returned to your professor with a note indicating a **"No Show"** .

- (a) Failing grade
- (b) New appointment
- (c) "No Show"

## ***Following a First “No Show”:***

Failure to appear for your scheduled appointment in Proctoring is called a **“No Show”**

If you need to reschedule you test with DSPS, you should:

- ✓ (a) Check with DSPS to determine if you instructor has given a window of time that is still available
- ✓ (b) Show for your next appointment at the proper time with needed supplies
- (c) Speak with your counselor about why you missed the appointment
- (d) Only A and B

## ***"Two" No Shows***

Two "No Shows" will result in a(n) suspension of your test proctoring services:

- (a) Automatic rescheduling
- (b) Suspension
- (c) Reduction

Two "No Shows" will result in a suspension of your test proctoring services requiring you to meet with your DSPS Counselor

# *If you are late:*

If you are late for an Individual Proctoring appointment, you:

- (a) May lose your testing space
- (b) May take test only within the remaining scheduled time available
- (c) May reschedule only with your professor's approval
- (d) All of the above

# *Not Required*

Which of the following is **NOT** required before you begin a proctored test?

**a.** Call a counselor for further instructions

**b.** Leave all book bags and supplies in the cabinet

**c.** Take care of personal needs (food, drink, restroom) in advance

**d.** Review the Test Proctoring Request form with your proctor

**You do not need to call your counselor.**

## ***You should not ask:***

During a proctored test, you should **NOT** ask your proctor any questions which you would not normally ask your **professor**.

- a. Counselor
- b. Tutor
- c. Proctor Coordinator
- d. Professor**

# *Breaks During Proctoring?*

Breaks are **not** part of the testing procedure. If a break becomes critical, all test materials will remain in the possession of the **Proctor**. A DSPS employee, if available, will be required to accompany the student on the break.

a. Counselor

**b. Proctor**

c. Professor

d. Lab Assistant

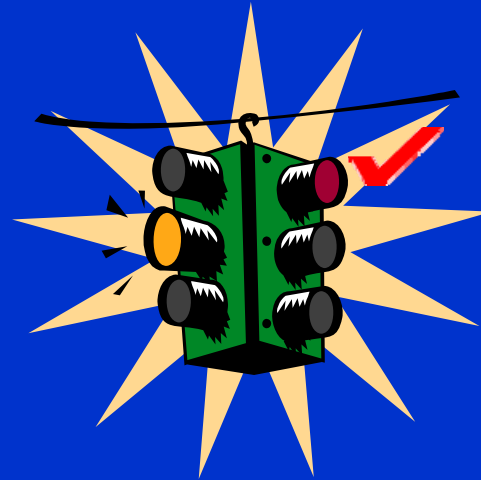
## ***After your test is completed:***

- a.** You will turn in the test to the proctor
- b.** The proctor will collect all scratch paper and other left-over items
- c.** The proctor will return the test as specified on the Test Proctoring Request form
- d.** All of the above
- e.** None of the above

# *Inappropriate Behavior*

DSPS personnel have the right to STOP a test if a student displays any inappropriate behavior.

- a. Reschedule
- b. Add to
- c. Restart
- d. Stop**



# *Using Unauthorized Material*

If a student is discovered using unauthorized materials, all materials and the test will be confiscated ! No warnings will be given.

a. Destroyed

b. Confiscated

c. Returned to the professor

d. All of the above

The Proctor will NOT reschedule the test.

## ***If Your Test is Confiscated:***

Which of the following will your proctor **NOT** do if your test is confiscated?

- a.** Reschedule the test for another time
- b.** Document in writing to describe what happened
- c.** Circle all completed answers in red ink and return the test to the student to complete
- d.** None of the above

**The Proctor will NOT reschedule the test.**

*Your test proctoring services will be **SUSPENDED** if you:*

- a. Fail to show up for a scheduled test appointment two times
- b. Use unauthorized materials
- c. Fail to follow the proctoring rules two times
- d. All of the above**
- e. None of the above

# *Questions about Proctoring*

If you have any questions about proctoring services, please see your DSPS Counselor (?)

**a.** Your DSPS Counselor

**b.** DSPS Office Staff

**c.** Your Professor

**d.** DSPS Department Chair

# *Petitioning*

After your proctoring services have been suspended, you must petition your DSPS Counselor to be considered for reinstatement of proctoring services:

- a. Proctor
- b. Your Professor
- c. Your DSPS Counselor
- d. Proctor Coordinator

# **DSPS Test Proctoring Spring 2010**

<b>Monday</b>	<b>9:30 AM to 1:00 PM</b>
<b>Tuesday</b>	<b>9:30 AM to 1:00 PM</b>
<b>Wednesday</b>	<b>9:30 AM to 5:30 PM</b>
<b>Thursday</b>	<b>11:30 AM to 4:00 PM</b>

**Room I3-101                      Email: [dspsproctor@sdccd.edu](mailto:dspsproctor@sdccd.edu)**  
**Telephone (619) 388-2780      TTY (619) 388-2974**

# ***THE END***

**You have completed the Proctoring Quiz.**



Verification

1. Please print out and sign the “Proctoring Quiz” verification form available for download from this same DSPS Web site.
2. Next, submit the verification form to you counselor in the DSPS Office, Room I3-101.