

TEST PROCTORING REQUEST
Mesa College Disability Support Programs & Services (DSPS)
Room H202, (619) 388-2780 or TTY (619) 388-2974

STUDENT:

Student Name: _____ CSID#: _____ Phone: (____) _____

Instructor: _____ Contact Phone _____

E-mail: _____

Course: _____ Day(s): _____ Time: _____ Classroom #: _____

DSPS Counselor: (circle one) Julie Pludow Christine Althaus Jill Jansen Other: _____

1 day notice REQUIRED for all proctoring appointments. 5 day notice REQUIRED for specialized services.

____ scribe or reader ____ CCTV ____ audio or video support ____ foreign language ____ slides ____ computer

____ alt. media ____ other: _____

INSTRUCTOR:

During the test in your classroom, please check the items that are used:

____ Open Book ____ Dictionary ____ Computer ____ Notes ____ Calculator

____ Other: _____

How much time is your class given to take the test? _____

Student may take proctored test between: _____ and _____
Date Date

At least **one day before** the test-taking window of time the **INSTRUCTOR** will bring test with pink copy to:

- ____ H202 office or H201 mail slot, OR
- ____ DSPS Proctor mailbox in K202, G248, or B106: OR
- ____ E-mail to dspsproctor@sdccd.edu (or see DSPS Homepage)
- ____ Other: _____

Test will be returned to instructor's building/mailbox # _____, or _____,
after last day of test-taking window of time.

Instructor Signature: _____ Date: _____

OFFICE USE:

*Staff
Initials*

*Student
Initials*

Appt. Date & Time _____

NOTE: _____

DSPS provides test proctoring to students with disabilities, providing students an equal opportunity to demonstrate subject mastery. Instructors may personally provide test proctoring services to students. Please contact a DSPS Counselor with any questions.

WHITE: Student YELLOW: DSPS Office PINK: Professor