

**TEST PROCTORING REQUEST**  
**Mesa College Disability Support Programs & Services (DSPS)**  
**Room I3-101, (619) 388-2780 or TTY (619) 388-2974**

**STUDENT:**

Student Name: \_\_\_\_\_ CSID#: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ Classroom #: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DSPS Counselor:** (circle one) Jill Jansen Julie Pludow Dawn Stoll Other: \_\_\_\_\_

**5 working days are REQUIRED for all proctoring appointments. (2 weeks are REQUIRED for final exams).**

Please indicate specialized services and provide a syllabus for the course (only one needed per semester):

\_\_\_\_ 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 working day before** the test-taking window of time the **INSTRUCTOR** will bring test with pink copy to (if a test is not received one day prior to the test taking window, the test will be rescheduled):

\_\_\_\_ E-mail to [dspsprowctor@sdccd.edu](mailto:dspsprowctor@sdccd.edu)  
\_\_\_\_ I3-101 (in office or mail slot)  
\_\_\_\_ Other: \_\_\_\_\_

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

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE:**

**Appt. Date & Time** \_\_\_\_\_

*Staff  
Initials*

*Student  
Initials*

**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**