



## Disability Support Programs and Services

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# DSP&S Test Proctoring Information for Instructors

Instructors: It is your responsibility to collaborate with DSP&S to provide test proctoring services to students who are legally eligible. The following information is provided by DSP&S to assist you with the test proctoring process.

### Approval

- By law, students with verified disabilities have the right to receive academic adjustments and auxiliary aides (including test proctoring) to facilitate access to college programs.
- Not all DSP&S students are approved for test proctoring. In order for a student to be approved for test proctoring, they must meet with a DSP&S counselor and complete the intake process, which includes providing medical verification of disability, and identifying specific educational limitations. Based on this information, a student may (or may not) be approved for test proctoring.

### Notification to Instructors

- When a student is approved for test proctoring, we will send you a form entitled "**Instructor Notification of Student Testing Accommodations**". This form alerts you that the student is approved for specific testing accommodations.
- **IF YOU HAVE QUESTIONS OR CONCERNS REGARDING THE APPROVED ACCOMMODATIONS, CONTACT A DSP&S COUNSELOR IMMEDIATELY.**
- Please review the "**Instructor Notification...**" form and fill out the bottom portion. Return the **WHITE COPY ONLY** to the DSP&S office. Retain the yellow copy for your records.

### The Proctoring Process

- For each exam, it is the student's responsibility to request test proctoring in the DSP&S office at least one week in advance.
- DSP&S asks your assistance by announcing tests/quizzes/exams to your students at least one week in advance.
- When DSP&S receives a student test proctoring request, DSP&S will send the instructor a (pink) "**Test Request**" form. (If you do not receive a pink "**Test Request**" form, it means the student did not request to take the test in the DSP&S office.)
- The instructor is to completely fill out the pink "**Test Request**" form, and return it, along with the test, to the DSP&S office at least one day prior to the exam.
- DSP&S will proctor tests according to the approved accommodations, and instructions written on the pink form. Security cameras and test proctors will monitor the testing rooms.
- Please do not send a test to DSP&S without the pink "**Test Request**" form.

### Test Return

- After the student has taken the test in the DSP&S office, DSP&S will return the test to the instructor in a sealed envelope via campus mail.
- If a student is suspected of violating the integrity of the testing process, the exam is stopped immediately. DSP&S will record the incident in writing, and return the unfinished exam and incident report to the instructor.
- If a student misses the test proctoring appointment, the test will be returned to the instructor. It is the **student's** responsibility to arrange any make-up with the instructor.

### Remember:

Test proctoring is an accommodation to make tests accessible to students with disabilities. Accommodations may affect how a test is taken, but not what it measures.

If you have any questions about these Test Proctoring Procedures, please call DSPS at (619) 388-3513.