



**MESA COLLEGE
DISABILITY SUPPORT PROGRAMS & SERVICES**

STUDENT'S HANDBOOK

**TEST PROCTORING
PROCEDURES**

JANUARY, 2006

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INTRODUCTION

GOAL

To comply with federal and state laws requiring Mesa College to provide an equitable testing opportunity for students with documented disabilities and to offer Mesa College faculty a confidential, reliable service. (Professors may personally provide test proctoring services to students.)

Test proctoring is an opportunity for equal access to testing and does not provide an unfair advantage. Testing accommodations may vary for the same student depending on the type of test being administered, and how the student's disability impacts his/her ability to take that type of test.

HOW TO USE TEST PROCTORING

Procedures

1. Read Student handbook and complete test proctoring on-line orientation.
2. Meet with your DSPS Counselor **each semester** to complete the "Test Proctoring Agreement" form. The guideline information indicates the accommodations that you will be allowed during proctoring services for the current semester. The Test Proctoring Agreement outlines your responsibilities regarding the use of proctoring services. It indicates that the test proctoring service offered by DSPS **may be suspended or terminated** if you do not "adhere to the written service provision policies adopted by the college". (Education Code, Title 5 Regulations, Section 56010, Questions & Answers: Student Responsibilities)

Does a college have the right to terminate DSPS services to a student?

Yes, a district may adopt a written policy providing for the suspension or termination of DSPS services where a student fails to comply with any of the following:

(1) be responsible in his/her use of DSPS services and adhere to written service provision policies adopted by the college; and

(2) make measurable progress toward the goals established in the Student Educational Contract, or when the student is enrolled in a regular college course, meet academic standards established by the college.

Procedures (continued)

Suspension or termination policies shall assure written notice is provided to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon applying for DSPS services.

These policies and requirements should not differ from those pertaining to all students.

3. Pick up Test Proctoring Request form in the DSPS Office, Room H-202.
4. Fill out a separate Test proctoring Request form for each test. Form(s) must be **COMPLETE** and **ACCURATE**. If we do not receive a form or if the form is incomplete, **we may not be able to provide the test proctoring service**. It is the student's responsibility to make sure the Test Proctoring Request form is completely filled out.
5. Have your professor complete and sign the Test Proctoring Request form. Be sure you and your professor provide all the information in the boxed area of the form. ***In order to accommodate your testing needs properly, this information is crucial.***
6. **For Extended-Time Test Proctoring**: Test Proctoring Request forms must be turned in to DSPS at least one day before the test date. Bring your form to the DSPS Office to schedule your test appointment. NO form, NO appointment! Make sure you schedule enough time to complete the test during open hours.
7. **For Specialized Services**: Test Proctoring Request forms must be turned in to DSPS at least five days before the test date. Schedule your appointment with the Test Proctor. There are a limited number of spaces available for some specialized services, so the earlier you turn in the form and reserve a space, the better chance you will have of getting the date and time you desire. NO form, NO appointment!

To determine whether you require Extended-Time Test Proctoring or Specialized Services, see your DSPS Counselor.

Changes or Cancellations

If you will be late, need to change, or cancel your test appointment, please call the DSPS Office immediately or at least 24 hours before your appointment. If the office is closed, please leave a **detailed** phone message on DSPS voice mail (619) 388-2780 or TTY (619) 388-2974. You may also e-mail mnewman@sdccd.edu with a copy to csampaga@sdccd.edu

If you do not call or let us know, it will result in a "**No Show**". Notification received too late to notify the proctor will also result in a "**No Show**".

Include in the message:

- State your name, phone number, the class, professor's name, and the date, day, and time of the test.
- Reason for change.
- *Follow through by calling us when we open to make sure the message was received and understood.*

If the test-taking window of time specified by your instructor on the Test Proctoring Request form is no longer valid, students must reschedule the test with their professors and submit a new or revised DSPTS 10 form.

NO SHOWS

If you do not show up for your test appointment or are habitually late, you will receive notification of your probation status for test proctoring. If you "No Show" a second time in one semester, your DSPTS test proctoring services will be **suspended**. You will need to petition your DSPTS Counselor to request to have this service reinstated. Your counselor may or may not reinstate proctoring services, depending upon the outcome of the review.

*If your proctoring services are reinstated, and you again fail to show for a proctoring appointment without notifying DSPTS, your proctoring services will be **terminated** for the remainder of the semester.*

GETTING YOUR EXAM/QUIZ TO TEST PROCTORING

1. Make sure you understand the accommodations that your DSPTS counselor authorized.
2. Complete the Test Proctoring Request form. If you need further clarification or want to change the prescribed agreement, see your DSPTS Counselor.
3. Before or after class, approach your professor and ask when would be a convenient time to discuss test proctoring. Make an appointment with your professor(s) or arrange to meet them during their office hours. Bring the Test Proctoring Request form **and** your copy of the Test Proctoring Agreement to the meeting with your professor.

Explain that you are a student with a verified disability receiving services through the DSPTS Department and that you will be using test proctoring. Give your professor(s) an opportunity to ask questions about the proctoring process so they have a clear understanding of what is expected of them.

If you are unsure of how to discuss your disability or how much information to disclose, you may use the Test Taking Accommodations letter and see your DSPTS Counselor to discuss your options.

If your professor plans to have pop quizzes, contact the DSPS counselor to discuss arrangements for testing.

If your professors have questions or concerns you are not able to answer regarding test proctoring, ask them to call the DSPS Test Proctor or your DSPS Counselor at ext. 2780.

THE DAY OF THE TEST

1. Make sure you have ALL THE MATERIALS YOU WILL NEED including scantrons, pencils, paper, dictionaries, calculators, etc.
2. Check in with the Test Proctor in the DSPS office, Room H-202.
3. **NO SHOW's**: If you did not call or contact the DSPS Test Proctor and you do not appear for a scheduled test, the test will be returned to the professor with a note attached advising him/her that you were a "no show".

However, if the "Test-Taking Window of Time" is still valid, we will hold the test until you reschedule within the window of time or until the window period expires. After that, the test will be sent back to the professor.

In either case, you will receive a written notification of a violation in procedure. ***Two violations will result in the suspension of test proctoring services for the class.***

4. **If you are LATE** for a scheduled test:

EXTENDED TIME: It is the student's responsibility to keep their scheduled appointment. Please call the DSPS Office if you will be late. Keep in mind that if you are late, you may decrease the time you have to take the test. Exceptions/special arrangements may be granted by your Counselor.

SPECIALIZED SERVICES: The Proctor will wait 15 minutes after the starting time of the scheduled appointment for the student. **If** the Proctor is still present, the test will be administered. **No additional testing time will be allowed.**

5. Please consider leaving all items not needed for your test elsewhere. **ALL** materials (including, but not limited to supplies, book bags, cell phones, pagers, PDAs, iPods, etc.) which are not authorized to be used during testing will be placed in a locker/room until testing is completed. You may bring a lock to secure belongings, but the Test Proctoring Center is not responsible. Personal electronic devices are not allowed unless authorized by your DSPS Counselor.
6. Before the test is administered, students will be reminded to take care of personal needs prior to checking in (food, drink, restroom, etc.). The Proctor will advise the student that

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there will not be any breaks allowed during the test. Breaks will only be given to those students whose Proctoring Agreement specify that a break is allowed.

BREAKS: You will not be allowed BREAKS during testing if it is not specified on your agreement. If you think you will need breaks during testing, discuss options with your counselor. **This includes breaks to use the RESTROOM.** If you receive permission to take a break, all test materials will be turned in and held by the Test Proctor. The DSPS Office has the option of providing an escort.

The Proctor will review with the student the Test Proctoring Request form and Test Proctoring Agreement. (The Test Proctoring Agreement indicates the authorized accommodations for each DSPS student approved to use proctoring services during the current semester.) If the Test Proctoring Agreement is not in place, tests will not be administered. Additionally, the Proctor can only allow the use of materials indicated on the DSPS 10 form and the Agreement. The Proctor will compare the pink and yellow copies of the DSPS 10 form. The pink copy will be followed if there are any differences.

The DSPS Proctor will ask if the student has special test taking techniques about which the proctor should know.

7. During the test, **do not** ask the test proctor anything that would not be asked of the professor during the test period. If a student has a question about an test question or problem, the student will be encouraged to answer the question as well as possible. The Proctor will write a note on behalf of the student advising the professor that the student had a question on the test. The note will be turned in with the test.

If a student displays inappropriate behavior during the exam, testing may be stopped. The Proctor will document the inappropriate behavior, submit the documentation to the DSPS Counselor, and appropriate action will be taken.

If something "unusual" happens during the test, the Proctor will submit in writing to the DSPS counselor a description of the incident on the day of the occurrence.

8. **USE OF UNAUTHORIZED MATERIALS:** If a student is discovered using materials not authorized on the DSPS 10 form or on the Agreement, all materials and the completed portion of the test will be confiscated. **NO WARNINGS** will be given. The proctor will stop the test and will circle in red ink all completed answers. The test may be returned to the student to complete.

The Proctor will document everything. Documentation, confiscated materials, and the completed test will be given to the DSPS Program Coordinator or designee on the day of the occurrence. The DSPS Program Coordinator or designee will gather all the information, immediately contact the professor and provide documentation with the returned test and indicate that he/she may wish to contact the student's DSPS Counselor. Additionally, the

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DSPS test proctor will share the documentation and discuss the incident with the student's DSPS Counselor.

Use of unauthorized materials means you are not following the test proctoring rules. When students have not adhered to the "Test Proctoring Agreement" twice, DSPS test proctoring services will be **suspended**. You will need to petition your DSPS Counselor to request to have this service reinstated. Your counselor may or may not reinstate proctoring services, depending upon the outcome of the review. If your proctoring services are reinstated, and you again use unauthorized materials, your proctoring services will be **terminated** for the remainder of the semester.

9. After completing the test, the student turns in the test to the Proctor. The Proctor will also collect any scratch paper, etc., if directed to do so on the Test Proctoring Request form. The Test Proctor will return the completed test to the professor as specified on the Test Proctoring Request form.