

**Mesa College Disability Support Programs and Services  
Test Proctoring  
STATUS NOTIFICATION**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Counselor: \_\_\_\_\_

From: \_\_\_\_\_

DSPS staff

During an appointment with your DSPS Counselor, you signed a DSPS “Test Proctoring Agreement” form, indicating that you agree to abide by the DSPS Proctoring policies and procedures. You also viewed a copy of the “Student Handbook for Test Proctoring”, online.

The form states that services may be suspended if the Test Proctoring Request forms are incomplete or missing, or you did not make an appointment in advance with the office staff. Violation of these policies will result in a suspension of proctoring services for the specific class. Services will also be suspended for missing two (2) proctoring appointments without prior notification. Following a suspension of services, you may meet with your DSPS counselor to request reinstatement of proctoring services. Your counselor may or may not reinstate your services, depending upon your reasons.

On \_\_\_\_\_, the following occurred:

\_\_\_\_\_ You did not completely fill out the Test Proctoring Request Form.

\_\_\_\_\_ You did not schedule your proctoring appointment in advance.

\_\_\_\_\_ You did not have current semester Proctoring Guidelines.

\_\_\_\_\_ You were absent from your scheduled proctoring appointment, without prior notification to DSPS.

Course: \_\_\_\_\_

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

Appointment: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is your:

\_\_\_\_\_ First notification

\_\_\_\_\_ Second notification: Services are **suspended**. See your DSPS Counselor to petition for service reinstatement before your next exam. You will not be allowed to take future exams with DSPS until services are reinstated. Your counselor may or may not reinstate services depending upon the outcome of the review.

\_\_\_\_\_ Third notification: Services **terminated** upon violation of reinstatement.

**White:** Student

**Yellow:** Proctor Assistant

**Pink:** Counselor