



Faculty Test Proctoring Form

Disability Resource Center
Bldg. 10-120
(650) 574-6438
csmdrc@smccd.edu

DRC Hours

Monday, Wednesday, Thursday: 8:00am – 4:30pm
Tuesday: 8:00am – 7:00pm
Friday: 8:00am – 12:00pm

Please complete one Test Proctoring Form per test (we can use it for multiple students).

Generally, students take their test at the same time as the in class time. However, if there are schedule conflicts, students may need to reschedule their test with you and the DRC. We will not reschedule a test without your approval.

Thank you for providing us with your test at least 24 hours prior to the test date.

Name of the student who requested an accommodated test appointment:

Relevant Information:

Instructor Name: _____

Instructor Email: _____

Course: _____

Date of Test: _____

In-class exam start time: _____

In-class test length in minutes (ex. 75): _____

Please indicate your test guidelines:

- Calculator
- Note Card _____
- Open Book
- Open Notes
- Scratch Paper
- Other _____

Test return preference:

- Return the test to my mailbox Bldg # _____
- I will pick up the test from the DRC
- Scan and email the test to my smccd.edu email