



## Test Proctoring Form, Instructor Portion

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

### New DRC Hours!

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

Please complete one Test Proctoring Request Form per student.

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.

You may also complete this form online at the DRC Website under forms and attach your test to that form.

### 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