

Test Proctoring Form

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

DRC Hours

Mon. Wed. & Thurs: 8:00 am – 4:30 pm
Tues: 8:00 am – 7:00 pm
Fri: 8:00 am – 12:00 pm

Student Name _____
Instructor _____
Class _____
Date of test _____
Time of test _____

STUDENT: *Please return this completed form to the DRC at least **2 days** prior to requested testing dates.*

Alternate formatting: *If you qualify for alternate media and would like to request this format for this test, it is your responsibility to notify the DRC and instructor at least **5 days** prior to the testing date.*

I would like to request the following alternate format for my test.

Text-to-speech (Kurzweil 3000)

Enlarged Print _____ font size

INSTRUCTOR INSTRUCTIONS: *To ensure the integrity of each test and our test proctoring services, please complete the instructional **TEST FORM** and submit with each test. These forms are located on the DRC website under forms and/or in hardcopy at the DRC front desk.*

Generally, students will take their test at the same time as the in-class time.

The test will be delivered to the DRC Bldg. 10-120 at least 24 hours prior to the exam (48 hours if alternate media is requested):

I will email the test to csmdrc@smccd.edu

I will hand deliver the test to the DRC

Instructor's signature

Date