

IMPERIAL VALLEY COLLEGE
MEL WENDRICK ACCESS CENTER
 DISABLED STUDENT PROGRAMS AND SERVICES

Test Proctoring Notice

Date:	Student:	G#:
Semester:	Instructor:	Subject:

Dear Instructor,

The above named student, who is in the Disabled Student Programs and Services (DSP&S), is requesting test proctoring for your class. DSP&S provides supervised test proctoring for students with disabilities. The proctor is the DSPS Specialist who ensures that students taking tests are provided with an environment as close to the regular classroom as possible. DSPS employs a surveillance system to assist in monitoring testing.

In some cases, tests are read to the student. No assistance is given in construction of answers or spelling. Unless permission is given by the classroom instructor, the student is not allowed to ask questions regarding the test content. In cases where the student is unable to write, the proctor writes exactly what the student dictates is the answer.

Due to the nature of the student's disability, the student will need the following accommodations:

- | | |
|---|---|
| <input type="checkbox"/> Reader services
<input type="checkbox"/> Scribe
<input type="checkbox"/> Audio Visual Technology
<input type="checkbox"/> Interpreter | Extended time:
<input type="checkbox"/> Time and a half <input type="checkbox"/> Double time
<input type="checkbox"/> Unlimited time
<input type="checkbox"/> Other: _____ |
|---|---|

It is the student's responsibility to schedule test proctoring **five (5) working days** prior to the exam and **one week** prior to the mid-term and final. Tests will not be proctored without prior arrangements. Test proctoring hours are from 8:00 am – 3:00 pm. In special circumstances, different arrangements can be made ahead of time.

Each time the student takes a test, you must complete a Test Proctoring Form that you will find in our department's webpage in the IVC site. You may access it by hovering over the <For Students> tab and clicking on the <Disabled Students Program and Services (DSPS)> link. Once you are in the DSPS page you will see the <Test Proctoring Form> link on the right submenu. The direct link is <http://www.imperial.edu/students/dsps/test-proctoring-form/>. On the form, you have the option of uploading the test or providing a hard copy.

Thank you,

Student Initials

Elizabeth Perez
 DSP&S SPECIALIST

 DSP&S Counselor/Coordinator Signature

**This request is NOT VALID without a DSP&S professional signature