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:

- Reader services
- Scribe
- Audio Visual Technology
- Interpreter
- Extended time: _ Time and a half ___ Double time
- _ Unlimited time
- 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 the <Test Proctoring Form> link on the right submenu. The direct link is [http://www.imperial.edu/students/dsps/test-proctoring-form/](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

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

REV. 4/18/19