

# Professor Guidelines

## Purple Proctor Forms:

We provide a service for ARC Professors to accommodate the needs of the DSPS students. Your DSPS student will first present you with a Proctor form requiring your test allowances and signature. Please fill out the back of the form completely. The in-class time is critical to calculate your "student's allowable time for the exam." Always initial accommodations (instead of using a check ✓ mark ).

All exams must include each student's name.

Include your contact telephone number on the proctor form. DSPS does not deliver exams. Plan to pick up exams during exam hours.

## DSPS exam envelopes:

Specific testing instructions (i.e.: calculator o.k., no notes) must be written on envelope or first page of exam. Instructions on the envelope take precedence to a proctor form.

## HOW TO EMAIL EXAMS:

Email to [adsps-proctor@arc.losrios.edu](mailto:adsps-proctor@arc.losrios.edu) . Do not send exams to the generic DSPS email or DSPS -ALL email. Should you do that, the email will be delivered to all DSPS employees of the Los Rios Community College District. Also, email exams one day prior to the scheduled date of the exam.

Important: type all test instructions on the first paragraph of the first page of the exam.

Last minute changes must be reprinted and brought in person, if more than one student is taking the exam.

Design by **Laura Gesicki**

# Where Do I Start?

## First Step:

Meet with your DSPS Counselor or DSPS Instructional Assistant in the Learning Disabilities Area, to discuss testing accommodations.

Receive a "Purple Proctor Form" for each class during the first week of each semester, before exams start.

## Second Step:

Take each form to your professors. After proctor forms are completed, schedule a test room at least one week before the exam date.

If you are not scheduled, you will have to wait in the lobby until we can find space for you.

Notify your Professor of your test appointment.

Directions for Receipt and Delivery of exam are stated on the purple form.

## Third Step:

Arrive at scheduled time prepared. (This is not a time for study or further review.)

Repeat no-shows, or cancellations are not allowed. Habitually late students are subject to dismissal from service.

That's it! You are set to take your exams at the DSPS Testing Service!



# DSP&S

Disabled Students Programs  
& Services



## Academic Testing Services

### *Fall & Spring Exam Hours*

**Mon-Thu-Fri**

8:30 a.m.- 4:00 p.m.

**Tues-Wed**

8:00 a.m.-6:30 p.m.

**Phone: 916-484-8944**

**Fax: 916-484-8888**

**Email: [adsps-proctor@arc.losrios.edu](mailto:adsps-proctor@arc.losrios.edu)**

<http://ic.arc.losrios.edu/~laner/>

AMERICAN RIVER COLLEGE

# DSPS Academic Testing Services

## Student Responsibilities

- ◆ Schedule test room a week before the exam date and let scheduler know if you need a proctor or computer at time of scheduling. No Drop-Ins!
- ◆ Write date and time of exam down on your calendar.
- ◆ Notify your professor of your scheduled test appointments as well as any test time or date changes made.
- ◆ Take an exam delivery envelope to your Professor to pick up exam.
- ◆ All exams must be in **sealed** envelopes when students are bringing or returning them.
- ◆ Cancellations must be made at least 24-hours in advance. Notify your professor of any test cancellation. Arrange make-up exam directly with your Professor.
- ◆ Bring your own pencils, scantron and eraser. All items brought in test room will be checked.
- ◆ Start exam promptly at scheduled time. (This is not a time for study or further review) Being late shortens your scheduled room time.
- ◆ No changes are made to accommodations on the day of exam, you should handle this with your counselor or IA before scheduling exams.
- ◆ Stow backpacks, phones, electronic devices, purses and wallets in the locker provided during your exam. (phones must be turned off).
- ◆ Students must track their time while testing. Breaks are 5 minutes and noted as part of the exam time.



## Testing Services Procedures:

- ◆ Meet with your DSPS Counselor or DSPS IA in the Learning Disabilities Area, to discuss testing accommodations.
- ◆ The signed "Purple Proctor Form" is a **contract** and must be on file before scheduling any exams.
- ◆ No electronic devices, cell phones, I-pods, MP3 players, or lap tops allowed in test room unless approved by Professor and Counselor.
- ◆ If you take a rest-room break in the middle of your exam, bring exam to the front counter. Time is noted and takes away from your overall exam time.
- ◆ Students who are late will only receive the remaining scheduled time.
- ◆ DSPS stamped envelopes are used for students returning their exams.



## Finals:

- ◆ Finals are scheduled the Monday following spring (Apr 5) or winter break. First come, first serve!
- ◆ Exams are taken in small groups of less than seven DSPS students.
- ◆ Individual rooms are priority for DSPS students in need of a computer, a scribe, or reader. No Exceptions.

## Testing Rooms Usage: NO DROP- INS.

The Testing Rooms are for academic exams only. The rooms cannot be used for study time or meetings with tutors or in-class aides. Materials used during testing (i.e. note cards, notes, blue books, etc.) must be checked & notes photo-copied at the front counter. No completed exams are photo-copied for the student to keep.

## Disqualifications:

Three "no shows" or cancellations require notification to your DSPS Counselor and Professor.

Failure to cooperate, causes your testing services to be suspended.

Cameras are in each room and lobby. Unethical behavior equals = confiscation of exam and student will not be allowed to continue DSPS Testing Services.



American River College  
4700 College Oak Drive  
Sacramento, CA 95841