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## **Test Proctoring Procedures for Faculty**

**Instructor:**

**Keep this page for reference**

***Disabled Students Programs & Services (DSPS) provides test proctoring accommodations for students with documented disabilities, as specified in the California Community Colleges Title VI regulations. Your student has requested the accommodations on the Exam Accommodation Form. Please follow the instructions below. For questions, call the Test Proctor at 660-4577.***

1. **Complete and sign the blue Exam Accommodation form.** Return blue form to student, who is responsible for bringing it to the Test Proctor in the **High Tech Lab, Room C-114**. This form is valid for all exams & quizzes during the current semester. **Students cannot schedule tests without a signed Exam Accommodation Form on record with the Test Proctor.**
2. **Test Scheduling:** Students must schedule an appointment **five working days before the test date**. Tests cannot be taken without an appointment. **Testing is not available on Fridays or at night.**
3. **When to send tests:** Test requests are normally sent by email five days before the test. If you prefer written notices, please inform the Test Proctor. We ask that tests are sent to us **three (3) days before the scheduled test date** to avoid delays or rescheduling because the test was not received. *Tests are kept in a secure, safe location.*
4. **How to send tests:**
  - Email to [Roberta.Gottfried@gcccd.edu](mailto:Roberta.Gottfried@gcccd.edu) or drop it off in the High Tech Lab, Room C-114. Be sure to include any instructions.
  - Inter-office mail in the "Test Proctor" box in the mailroom.
  - **Students are not permitted to carry tests.**
5. **Special Instructions:** If you change test instructions, please note the change on the test request form or email [Roberta.Gottfried@gcccd.edu](mailto:Roberta.Gottfried@gcccd.edu) . Verbal changes delivered by students are not accepted.
6. **Completed tests:** When the student has finished testing, the test is sealed in a confidential envelope and placed in your mailbox on the same day.

**Test Proctor Hours**  
**Monday - Thursday**  
**9:00 a.m. – 5:00 p.m.**  
**Room C-114**