PLEASE NOTE THE NEW PROCESS FOR ACCOMMODATED TESTING REFERRALS

Drop-in Testing. No advance notice is needed.

All test proctoring must be completed Monday–Thursday, 9:00am – 3:00pm.

For Finals Week only: Monday–Thursday 8:30am–4:30pm.

NEW PROCESS: **SPRING 2022**

1. Faculty member receives the Authorization for Academic Accommodations letter with testing accommodation parameters.
2. DRD student informs faculty that they intend to use accommodation/s for an upcoming exam.
3. Faculty member chooses the date and time DRD will proctor the exam.
4. Faculty member informs the student that DRD will proctor the exam in:
   - **PLOVER HALL - ROOM 558 (Santa Rosa Campus)**
   - **CALL BUILDING - ROOM 696 (Petaluma Campus)**
5. **Faculty member indicates test guidelines by completing the information on the *Testing Parameters Form*.**
6. **Faculty member supplies exam to DRD by:**
   - Delivering a hard copy of the exam to the testing room before the start of the exam.
   - e-mailing the exam to **DRDTestProctor@santarosa.edu** the day before the exam.
   - Sending the student with the exam in an envelope at the time of the exam.
     Petaluma Campus Only: Delivering a hard copy of the exam in the main office of Call Building in the DRD EXAM DROP-OFF mailbox.
7. **Faculty member retrieves completed exam by:**
   - Picking up from proctor Mon-Thurs, 9am - 3pm
     (Santa Rosa Campus - 558 Plover hall; Petaluma Campus- 696)
   - Student Self-Delivery to Instructor (sealed envelope)
   - ***Petaluma Campus Only***
     Picking up from DRD COMPLETED EXAMS MAILBOX - Located in Call Building Office

We are delighted to provide this service to all DRD students with testing accommodations taking in-person classes on campus. Remote proctoring will continue for students taking online courses.

Thank you for working with us to make the process easy for SRJC students.