



DRD Testing Parameters Form

Exam must be completed: Monday-Thursday 9:00am-3:00pm

Finals Week only: Monday-Thursday 8:30am-4:30pm

Student's Name: _____

Instructor's Name: _____

Course: _____

Campus: ☐ **Santa Rosa** ☐ **Petaluma**

Exam Date: _____

Length of exam WITHOUT extra time: _____

ACCOMMODATIONS AUTHORIZED FOR THIS EXAM:

Extended Time: ☐ **1.5x** ☐ **2x**

Other: _____

Please check all that apply:

☐ Calculator Allowed: ☐ **Basic** ☐ **Scientific** ☐ **Graphing**

☐ Open book: Text: _____

☐ Open Notes Allowed

☐ Other: _____

How will the exam be returned?

☐ Instructor will pick up from proctor on the day of exam

☐ Student Self-Deliver to Instructor (sealed envelope)

☐ Instructor will pick up from **DRD Completed Exams Mailbox.**

(Located in Call Office for Petaluma Campus, and in Plover Hall #558 for Santa Rosa Campus)

DRD PROCTOR USE ONLY

Start Time _____ Max Time _____ Time Completed _____ Proctor _____

PLEASE NOTE THE NEW PROCESS FOR ACCOMMODATED TESTING REFERRALS

No advance notice is needed

New locations at each

campus.

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.

Delivering a hard copy of the exam in the main office of Plover/Call in the **DRD EXAM DROP-OFF** mailbox.

Sending the student with the exam in an envelope at the time of the exam.

e-mailing the exam to DRDTestProctor@santarosa.edu the day before the exam.

7. Faculty member retrieves completed exam from the main office of Plover/Call in the **DRD COMPLETED EXAMS** mailbox.

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.