



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 Mon-Thurs, 9am - 3pm

(Santa Rosa Campus - 558 Plover hall; Petaluma Campus- 696)

☐ Student Self-Deliver to Instructor (sealed envelope)

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

(Petaluma Campus only - Located in Call building Office)

DRD PROCTOR USE ONLY

Start Time _____ Max Time _____ Time Completed _____ Proctor _____

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.