



DRD Testing Parameters Form

Exams must be completed : Monday–Thursday 9:00am–3:00pm

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

NEW PROCESS

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:
 - KUNDE HALL - ROOM 203 (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:

bringing a hard copy of the exam to the testing room before the start of the exam.

leaving a hard copy of the exam in the main office of Kunde/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 Kunde/Call in the **DRD COMPLETED EXAMS** mailbox.

We are delighted to provide this service to all DRD students with testing accommodations taking 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.