

DRD Testing Parameters Form

Petaluma Campus - Call Building, Room 608

Drop-in Testing

*Forms must be submitted 1 week in advance for Finals Week only

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

Student's Name: _____

Instructor's Name: _____

Course: _____

Exam Date: _____

Start Time: ___ Anytime on Approved Exam Date **OR** ___ Instructor Selected Time: _____

Length of exam WITHOUT extra time: _____

ACCOMMODATIONS AUTHORIZED FOR THIS EXAM:

Extended Time: ___ 1.5x ___ 2x

Assistive Technology (Read & Write Gold, Dragon, etc.): _____

Other: _____

Please check all that apply:

___ Calculator Allowed: ___ Basic ___ Scientific ___ Graphing

___ Computer Required

___ Open book: Text: _____

___ Notes Allowed: _____

___ Other (Scantron, Blue/Green Book, etc.): _____

Exam can be supplied by:

___ Delivering a hard copy of the exam to Call 608 before the start of the exam.

___ E-mailing the exam to drd-testing-pet@santarosa.edu before the start of the exam.

___ Sending the student with the exam in a sealed envelope at the time of the exam.

___ Delivering a hard copy of the exam to the Call Building Mailroom - DRD EXAM DROP-OFF mailbox at least 1 day before the exam.

How will the exam be returned?

___ Instructor will pick up from proctor Mon-Thurs, 9am - 3pm (Call 608).

___ Exam delivered to Instructor's Mailbox in the Call Building Mailroom.

___ Student Self-Deliver to Instructor (in a sealed envelope)

DRD OFFICE USE ONLY

Start Time _____ Max Time _____ Time Completed _____ Proctor _____

Delivered By: _____ Pick Up Signature: _____