<u>DRD Testing Parameters Form</u>
Santa Rosa Campus – Plover Hall, Room 559

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

Exam must be completed: Mon-Thurs 8:15am-4:30pm, Friday 8:15am-12:00pm

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 Plover 559 before the start of the exam.
__E-mailing the exam to drd-testing-sr@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 DRD Testing & Support Services mailbox in Bailey Hall at least 1 day before the exam.
How will the exam be returned?
__Instructor will pick up from proctor Mon-Thurs, 8am - 5pm (Plover 559).
__Exam delivered to Instructor's **Department Mailbox** in Bailey Hall 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:_____