**ALL EXAMS MUST BE RECEIVED IN DSPS 24 HOURS BEFORE EXAM IS TAKEN.**

**ALL EXAMS WILL BE RETURNED AFTER CLOSE DATE.**

Exam retrieval (check) ☐ instructor will pick up

* DSPS will return to instructor mailbox

**Additional Testing information: Please check appropriate boxes.**

Received by: Date/Time

**Name of students taking make-up exams:**

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

**Name of students with approved DSPS accommodations:**

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

* Mark answers on test.
* Use blue book.
* Use of separate sheet of paper.
* Use of scatron.
* Use of scratch paper.
* Open-book test, title of book:
* Notes ok 3X5 note card / class / other notes.
* Calculator
* Dictionary/ thesaurus is ok. Other:

General information:

Instructor: Department & Course Number

Test Title: #of test takers:

Exam received: Exam open(date/time): Exam closed(date/time):

DSPS Testing Procedure

**Spring 2024 Walk-in Hours: Monday, Tuesday and Thursday 10:00-3:00**

Instructors: Please encourage students to make an appointment to ensure adequate office coverage. Students can text 530-293-7518, or call the office 530-283-0202 x255. Walk-in hours are Monday 8-4, Wednesday and Thursday 10-3. We will do our best to accommodate proctoring, by appointment, at other times. DSPS students may come in at any time to utilize their approved academic accommodations.