



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.

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

Instructor: _____ Department & Course Number _____

Test Title: _____ #of test takers: _____

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

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.**☐ 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: _____

Name of students with approved DSPS accommodations:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Name of students taking make-up exams:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Received by: _____ Date/Time _____

