



Santiago Canyon College
Disabled Student Programs & Services
TEST PROCTORING INSTRUCTIONS

Exams may be e-mailed to DSPS_Exams@sccollege.edu or delivered to E-105

Student(s): _____

Class: _____

Date & Time of exam: _____

Standard allotted time for the exam: _____

Allowable Items:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Open Book | <input type="checkbox"/> Calculator: Non-graphing |
| <input type="checkbox"/> Open Notes | <input type="checkbox"/> Calculator: Graphing |

Other: _____

Method of Return:

- | | |
|---|-------------------------|
| <input type="checkbox"/> Return it to my mailbox | Mailbox Location: _____ |
| <input type="checkbox"/> I will pick up the exam in the DSPS Center (E-105) | |

Instructor's Name: _____

Best contact method on day of exam:

- | | |
|--------------------------------------|-------|
| <input type="checkbox"/> Email | _____ |
| <input type="checkbox"/> Text (____) | _____ |
| <input type="checkbox"/> Call (____) | _____ |