

# DRC Testing Proctoring Faculty Guidelines Hybrid: Remote & In-person Services

Testing Center Phone: 760.744.1150 ext. 3939  
DRC Office Google Phone: 760.593.7230  
[drc@palomar.edu](mailto:drc@palomar.edu)

## Testing Center Hours BY APPOINTMENT ONLY

Monday- Thursday  
8:00am-5:00pm  
(Exams must be completed by 4:45pm)

Friday  
Remote Services Only  
8:00am-2:00pm

Welcome to **FALL 2021**! This guide is intended to help you navigate how to provide testing accommodations in the current hybrid instruction setting. Students that have questions about exam accommodations and administration should first ask their instructors for clarification and expectations. If access is not possible using existing course resources/technology in the alternative instruction setting, or require complex exam accommodations (**reader, scribe, ASL interpreter, test in alternative format (Braille, electronic, enlarged format, etc.)**), the student should contact the Disability Resource Center via phone, email, or [online contact form](#).

### DRC Testing Center Staff

Cynthia Cordova  
Testing Center Coordinator

Dr. Shauna Moriarty  
DRC Director

## Accommodations Letter(s)

Students are responsible for requesting an Accommodation Letter via MyDRC. Expect an email from your student with the approved Accommodation Letter. These accommodations will take effect from the date the letter is provided to you. Please go to [MyDRC](#) to access the student's letter and acknowledge receipt.

### How to Check & Sign Accommodations Letter(s) in MyDRC:

To get a list of DRC student(s) enrolled in your course(s) that have requested an Accommodations Letter(s):

1. Go to <https://www2.palomar.edu/pages/drc/mydrc/>
2. Click on [MyDRC](#) Instructor Log-in
3. Click Accommodation Letters at the top of the MyDRC page. It will ask you to log-in (Single Sign-On).
4. You will see a list of all your DRC student(s) that have requested an Accommodation Letter(s). You may also view the Accommodation Letter for each student.
5. Acknowledge receipt of the letter in MyDRC. This is in lieu of a signature.

## Online Exams: Accommodations in Canvas

### How to Extend Time:

- Classic Quiz the instructions are at:  
<https://community.canvaslms.com/docs/DOC-13053-4152276279>.  
This allows, per student per quiz, for a specific amount of extra time to be added.
- New Quiz there are two possibilities.
  1. The way that matches the Classic Quiz method is documented at: <https://community.canvaslms.com/docs/DOC-15038-4152790671>.
  2. The other option is to simply allow either an additional set amount of time or a multiplier for a student, so all New Quiz attempts have the time limits automatically adjusted. That's documented at: <https://community.canvaslms.com/docs/DOC-16842-41521110302>.

### Extended time set for student but defaults back to regular length of time?

With a Canvas Quiz, there are two aspects:

The quiz time limit, and the availability window for the quiz. Both can be customized for individual students, though they accomplish different things.

The quiz time limit can be set for the quiz as a whole (so “students have 10 minutes to take the quiz”), and this is what typically needs expanding when DRC students are entitled to take longer to complete a quiz attempt. To make that customization the teacher browses to the published quiz in Canvas, then hits a button to “Moderate This Quiz” and gets a list of all students in the course. When they go to Edit a particular student, they have controls to add additional minutes to the quiz time limit (so in the ten-minute example for a 1.5x student they would add 5 minutes, and a 2x student would get 10 minutes added). This extra time is added to any attempt on that quiz a student makes, so if the quiz allows multiple attempts the added time is on all of those, not just one.

The availability window for the quiz is determined by the “available from” and “available until” dates set at the bottom of the quiz editing screen. That is the time window in which students may take the quiz. Typically for online classes this is a fairly wide window, days or sometimes a week, during which any students may attempt the quiz. Outside that time window students may not interact with the quiz, so if a student begins a quiz attempt which goes past the “available until” date, their attempt ends even if that is before a time limit expires. It is possible to set different availability dates for particular students, though that is done by editing the quiz rather than using the moderation tool. (So, as a hypothetical, if the teacher sets the available window to be a single hour, and sets a time limit for 120 minutes, absolutely nobody will be able to take the two hours, since there simply isn’t enough time between the available from and until settings.)

Occasionally, situations occur when the teacher adds extra time to the time limit, but not expanding out the windows of time in which the quiz is available.

### **How to allow all questions to be viewed at once:**

To allow student to view all the questions at once, per their approved accommodations, please do the following:

1. Set up a duplicate quiz
2. Assigned only to that student (and, of course, assign the original quiz to everybody except that student) with the question layout not set to one at a time.

## How to Request a DRC Proctor:

Complete this brief [online form](#) if you are requesting a DRC staff member to proctor, remotely via Zoom and screen share, a student in your course who has a current DRC Authorized Academic Accommodation letter. Please ensure that all requests for a remote DRC exam proctor are sent a minimum of **five (5) business days** before the exam date. We will do our best to arrange proctoring services as close to your specified exam/date and time.

Please contact [drcproctor@palomar.edu](mailto:drcproctor@palomar.edu) with any questions or 760.744.1150, ext. 3939.

## Helpful Resources for Online Exam Accommodations

### Palomar ATRC

(760) 744-1150 x2862

atrc@palomar.edu

<https://www2.palomar.edu/pages/atrc/>

### Canvas Community

**Accessibility in Canvas:** <https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas>

**Setting to Maximize Security:** <https://community.canvaslms.com/docs/DOC-3313-quiz-settings-to-maximize-security>

**How to Assign a Quiz to Individual Student:**

<https://community.canvaslms.com/docs/DOC-26363-how-do-i-assign-a-quiz-to-an-individual-student>

## In-person Exam Proctoring

Faculty not able to provide DRC approved testing accommodations in the classroom setting, can contact the DRC Testing Center via phone, email, or [online contact form](#) to schedule an appointment.

### Exam Appointments:

- Appointments for students taking face-to-face courses and seek to have exams proctored by the DRC will need to schedule a proctoring appointment **five (5) business days** in advance of their scheduled exam. Student may schedule the appointment by calling or emailing the DRC Testing Center.
- Exam should coincide with the same time or time frame given to the class.
- Once appointment has been approved by the DRC, the student and professor will receive an email confirmation with **On-Campus Proctoring Agreement** outlining policies and procedures.
- Proctoring will take place at the Testing Center (NA-2).
- Due to limited seating in Testing Center per CDC regulations, the Testing Center will only proctor eight (8) students at a time.
- Only one student will be permitted in the Testing Center lobby at a time.
- Students are encouraged to **arrive 15 minutes before their scheduled appointment to allow ample time for check-in**. If student arrives more than 15 minutes late to appointment, the following alternatives will apply:
  - DRC Testing Center staff will need to determine if students can be accommodated
  - Take the exam with the remaining time,
  - Or reschedule for a different day or time with your instructor's written approval via email or verbal approval via phone (DRC to request approval).
- All students and proctors on campus are required to be screened for a temperature and symptoms of COVID-19 and can only come to campus if cleared.
- **Students:** Before being permitted to enter DRC's Testing Center in NA-2 or other onsite DRC testing facility, certain steps must be completed and followed:
  1. Complete Palomar's Daily Pre-Screening Form on the Palomar App or via the Palomar website

<https://campuscloud.readyededucation.com/#/cb/web-form/feSqA8LQjZuz88gR4l4hgg/start>

2. If approved to enter the campus, you will receive a “You are Clear!” pass. Show “You are Clear!” pass to the DRC Testing Center staff at check-in, bring a printed copy of the cleared pass, OR email a screen shot or copy of it to [drcproctor@palomar.edu](mailto:drcproctor@palomar.edu)
3. If not approved to enter campus, DO NOT COME TO CAMPUS. Instead, contact [drcproctor@palomar.edu](mailto:drcproctor@palomar.edu) and your professor to discuss an alternate way to take your quiz/test or a different day/time.
4. Students who exhibit any of the symptoms listed below upon entering the DRC Testing Center or other DRC testing facility will be asked to leave immediately to protect the health and safety of all in the Testing Center. If the exam has already been given to the student, it will be collected, and the professor will be notified. It is the student’s responsibility to reschedule the exam appointment with approval from the professor at a later time when symptoms have ceased.

**Symptom List: Remain at home/do not come to campus if experiencing or exhibiting ANY of the symptoms below.**

- Fever (defined as a temperature greater than 100.4
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache presumably related to COVID-19
- New loss of taste or smell
- Sore throat
- Nasal congestion or runny nose
- Nausea, or vomiting, or diarrhea

**Standards for Conduct within the DRC Testing Center or other DRC designated testing facility:**

- Student and proctor must **always maintain 6 feet apart.**
- Student and proctor **must properly wear a mask covering at all times.**
- Students that do not comply with requirements, will be reminded of the policy. If the student continues to disregard the protocol, they will be asked



to leave, and the exam will be collected as is. If the situation escalates, Campus Police will be notified, and an incident report will be filed with Student Life & Leadership. Instructor will also be notified of the incident.

## Delivering Exams:

- It is the instructor's responsibility to deliver exams to the DRC Testing Center.
- To ensure that each test is administered accurately, the Testing Center requests exams to be delivered **two (2) business days** prior to the scheduled exam. It is important to submit tests as soon possible to allow the Testing Center to review the test, include the necessary materials, and ensure that all testing accommodations are administered properly.
- Testing Center will not be responsible for mistakes (i.e. answers on test, missing pages, missing scantron, etc.) for quiz/tests submitted after the exam submission deadline.
- Failure to submit exams before submission deadline may result in your student rescheduling their testing appointment up to one week out from original exam date.

## Methods of Delivering Exams:

Exams can be delivered to the Testing Center by the following methods:

- Online: Complete our Exam Proctoring Online Request Form: <https://www2.palomar.edu/pages/drc/web-accessibility-tips/exam-submission/>
- Drop off: by Instructor or department representative to DRC Testing Center.
- Inter-Campus Mail
- Email: [drcproctor@palomar.edu](mailto:drcproctor@palomar.edu). If sent via email, the preferred method for receiving tests is uploading exams in Microsoft Word or PDF format.

Please complete an [Exam Proctoring Form](#) when submitting exams in person, mail, or email. Proctoring Forms can be found at the Testing Center, our website, or with Academic Department Assistant.

## Proctoring Form:

Provide all information related to the in-class administration of each quiz/test. In order for the DRC to administer an in-class quiz/test as the instructor intends, it is imperative that the instructor provides the following information when delivering the exam to the DRC

- **Exam Information:** Completely fill out class information (Instructor's name, student's name, student's ID#, course title, exam name, date and time exam is to be taken).
- **Standard Time for Exam:** Verify that the time allotted for the in-class exam appears correctly in the test request.
- **Test Delivery Option:** Indicate the preferred test return method. Test return/delivery options include:
  - Department campus mail: please note that all outgoing exams that will be delivered via inter-campus mail will be scanned and emailed to the instructor's Palomar email.
  - Instructor/designee pick up
  - E-mail: The DRC will only email completed exams to the instructor's Palomar email.
  - **NOTE:** In order to maintain the integrity of each exam, students are not permitted to deliver or return exams to be taken at the DRC.
- **Special Instructions & Instructor Approved Materials:** *Indicate all materials allowed for the exam.* These items will be the only items allowed to be taken into the DRC Testing Center. It is imperative that a detailed list of all materials approved for in-class use is communicated to DRC prior to the exam.
- If necessary, include any special instructions needed to administer the exam. e.g.- "Part I of the test is closed notes. Part II of the test is open note."
- **Surprise/Pop-Quizzes** information should be communicated to the Testing Center **five (5) business days in advance** to ensure proper staffing and that the test is administered accurately, and all accommodations are ready for the student at the time of the test/quiz.
- **Audio Portions:** The Testing Center encourages instructors to administer any audio portions of exams. If the Testing Center must administer an audio

portion of an exam, the audio component must be saved to a USB drive and hand delivered to the Testing Center. If the test is a PowerPoint presentation with embedded audio, it is the instructor's responsibility to embed the audio.

- **Final Exam Special Note:** If an instructor does not have a final exam ready to be administered by the time and date the student has scheduled the final, the instructor may be responsible for accommodating the student in his/her own department at the discretion of the DRC Director, or the exam may need to be administered on an alternate date.

## North, South & Escondido Education Centers

Students and Faculty seeking to have exams at our satellite campus must contact the DRC Testing Center as soon as possible.

## Receiving Completed Test Packets

After a student has completed the test, all materials used (i.e. scantron, answer form, notes or other materials that were allowed) are placed in the testing envelope. Instructors can receive their completed tests by:

- **Inter-Campus Mail:** The Testing Center will scan and email a copy of the completed exam and deliver physical copy to the designated Department indicated. Mail is delivered to the mailroom by 4pm Monday – Thursday.
- **Email:** The Testing Center will scan, and email completed exams to instructors. Instructor must provide email address at time of dropping off exam. The physical copy of the exam will be delivered to the instructor's department mailbox.
- **Pick-Up:** Completed exams can be pickup for the DRC Testing Center by appointment only. Please call 760-744-1150 ext. 3939 or email at [drcproctor@palomar.edu](mailto:drcproctor@palomar.edu) to schedule a time for pick up.

**NOTE:** In order to maintain the integrity of each exam, students are not permitted to return completed exams to the professor or to the department.

