



WEST HILLS COLLEGE LEMOORE

DISABLED STUDENTS PROGRAM & SERVICES (DSPS) EXAM PROCTORING FORM

INSTRUCTORS: Please complete the form and attach exam. Documents can be returned to the High Technology Access Center (HTAC) in ROOM 270 or emailed to lemdspsector@whccd.edu

Student:

Student ID:

Course/Section:

Instructor:

EXT:

Email Address:

TYPE OF EXAM

Paper Exam Online Exam: Canvas MyMathLab **Password** (if applies):

EXAM CONDITIONS

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Open book
<input type="checkbox"/>	<input type="checkbox"/>	Open notes
<input type="checkbox"/>	<input type="checkbox"/>	Calculator
<input type="checkbox"/>	<input type="checkbox"/>	Spellchecker

Other:

Time allotted for exam in the classroom minutes
(DSPS will extend exam time based on the student's accommodations.)

METHOD OF RETURN (please select one)

Mailbox Email Pick up exam in HTAC (Rm 270)

Last day student may take exam:

This request is good for **ALL** exams this semester.
 Exam expiration date: _____

A SEPARATE EXAM PROCTORING FORM REQUIRED FOR MIDTERMS/FINAL EXAMS

(Instructor's Signature)

(Date)

If you have any questions please contact DSPS
Hours: Monday – Friday; 8 am – 5 pm
Phone: (559) 925-3344 or (559) 925-3381
Location: HTAC, Room 270