

# Faculty Forms and FAQ

## Forms

[Exam Proctor Form with instructions](#)

[Student Test Accommodation Scheduling](#)

## FAQ

[FAQ for Faculty Supporting Students with Disabilities](#)

## Testing Center FAQ

### **Q: How do I submit a test to be proctored at the testing center?**

A: Instructors submit the [online exam proctor form](#). The testing center receives the form, the instructor receives a confirmation email, and the student receives an email alerting them that there is a test in the testing center for them with any specific instructions. Instructors attach documents to the form e.g. paper test, formula sheets, rosters, etc.

Instructors may visit the testing center in person and complete a paper proctor form and attach their test to the form. File the test packets under your last name in the testing center test cabinets or according to the guidelines of the test center you are using.

### **Q: What do I do if I want to test a whole class?**

A: Approval from the Dean is required to test an entire face-to-face class. For online classes, instructors may submit the [online exam proctor form](#), choose the multiple students option from the dropdown, and attach a class roster. Due to the check-in process and test center capacity we are unable to check-in a full class at one time. Students may walk-in at a time of their choosing during operating hours.

### **Q: How do I get the completed paper tests back?**

A: Instructors may pick tests up from the testing center at their convenience during operating hours or have the exams scanned to their DMACC email.

**Q: How can I set up a proctored online test without a webcam?**

A: Instructors who create an online test for students can have individual students test at the testing center by following these directions:

1. Go to the Respondus LockDown Browser Dashboard.
2. Click Exam Settings.
3. Click Proctoring and expand the Advanced Settings.
4. Choose the option: Allow this exam to additionally be delivered in a proctored lab.
5. Enter a password in the LockDown Browser Settings above that area.
6. Provide this password to the testing center in the online form.

See the Respondus article: [How does the optional setting in Respondus Monitor work](#)

**Q: How far in advance do I need to submit a request to the testing center?**

A: It is good practice to submit the test materials and instructions 24-48 hours before the student will arrive at the testing center, but we can accept same day requests.

**Q: What is the process for when a student has an approved accommodation for a reader?**

If the student is using the reader software, Kurzweil, submit your test to the testing center 48 hours in advance of the student coming. Kurzweil requires a paper test to be scanned.

Kurzweil can be used for testing on a non-DMACC site. Instructors must provide a paper copy of the exam to be scanned to the reading software, e.g. EMS exams.

If the test is on Canvas, students use Read Speaker.

If the student has an accommodation for a human reader/scribe, the testing center will arrange for a reader/scribe. In this case, students schedule their appointment by completing a [Test Accommodation Request](#).