**How to submit proctoring Information**

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 **>>>** Since the spring of 2012, SDS has been using an on-line data base to manage our caseload of students with disabilities.

 Since then, we have been sending out electronic notification letters to notify faculty when a student with a disability has requested accommodations in their course.

 It is going to look like this, it is an email from SDS at usfca.edu.

 And in the subject line, will be the student's name as well as the name of your course. This of course is a fictional student and a fictional course.

 When you click on the email, again you will see the student's name, and if you scroll down you will see the accommodations that they have requested in your course.

 In this case the student has requested only alternative testing accommodations.

 She is looking for a computer for testing, time and half, and a semi private testing environment.

 Now As a faculty member, you can choose to have the student take the exam with you as long as you are able to provide these accommodations.

 If you are unable to provide these accommodations, then we recommend that the student takes the exam in our test proctoring center here at SDS.

 In order to arrange this, we first need to hear from you how to proctor your exam.

 To do that you just click on the link in the red box.

 When you click on the link, it takes it to our on-line services data base.

 You will see again the name of course, and as you scroll down, simply submit information on how to proctor your exam.

 Let us know whether or not notes, books or a calculator are allowed. How we will get exam from you. And how we would return it to you. Whether or not the student must take it at the same time as the course.

 And finally how long you give for different exams.

 Such as the final, midterm or quiz.

 If you are a nursing faculty, please also let us know if you have a HESI in your course.

 Provide your phone number and any additional notes, and press Submit.

 Once you press Submit, the student will be able to sign up to take exams in our test proctoring center.

 Please note we require our students to give us at least 5 days’ notice when they have an exam, so please be prompt in responding to these emails when you get one.

 As always, please feel free to call or email us if you have any questions.

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