

How to Fill Out the MyDRC Test Proctoring Form

A Tutorial for Bellevue College Faculty from the Disability Resource Center

Introduction

Why am I being asked to fill out the MyDRC Test Proctoring Form?

In Winter 2016 the DRC started using a new database called MyDRC. The purpose of this database is to centralize and streamline many of the DRC processes, increase information sharing with students and faculty, and make it simpler for faculty to provide accommodations.

The Alternative Testing module of this database will allow students, faculty, and the DRC to start doing many testing processes electronically. For example, the MyDRC Test Proctoring Form will replace the green paper Test Proctor Forms – instead of completing paper instructions for every test and student, only one online proctoring form at the beginning of the quarter PER CLASS is needed. Multiple students with DRC testing accommodations in the same class will be covered by the same online proctoring form – it will be automatically copied to everyone in the same course by the system. It is necessary to only fill out the online form one time per class.

Additionally, once the form has been completed in the system one time there are ways for DRC staff to copy that form to other sections of the same course or other courses entirely if all tests have the same instructions.

Lastly, a recent update now allows DRC staff to copy a MyDRC Test Proctoring Form from a previous quarter and apply to courses in the current quarter! We have not made significant changes to the questions on the form and our goal is to make the form “standard” for an entire academic year, so now it may be possible to only fill out one form per year!

How do I know if I need to fill out the MyDRC Test Proctoring Form?

Have you previously completed a MyDRC Test Proctoring Form?

If you have already completed a MyDRC Test Proctoring Form – either for a course in the current quarter or for a previous one – and you would like it copied to (other) courses in the current quarter simply email the DRC with a request and we will gladly copy the form for you! All the information we need is the course and quarter you want the information copied from and the course(s) you want it copied to; for example, “Please copy the MyDRC Test Proctoring Form I filled out for BIOL 241.A in Winter to BIOL 242.HYA for Spring, thanks!”

REMEMBER: The form is automatically applied to all the students in the same class (e.g. NUTR 100.A), so it is not necessary to copy it to them.

Does your class have tests (including timed, in-class writing assignments), either in-class or online, that need to be proctored if not taken with the class?

If the answer to this is “No” (which is the case for many art, music, and online classes), then skip ahead to the section “Proctoring Your Own Exams” for instructions. This will provide directions on how to make the appropriate selections on the MyDRC Test Proctoring Form to indicate that your class has no tests.

Does the student have alternative testing accommodations?

You will receive a Letter of Accommodation for each of your DRC students and should look similar to this:

Spring 2018 - TEST 142.B - TESTS NOT ASSOCIATED WITH A CLASS (CRN: 1225X)

This letter has been sent for the mutual benefit and support of **Tutorial DRCStudent**, [REDACTED] and the Disability Resource Center (DRC). **Tutorial DRCStudent** has completed our eligibility process, which can occur at any time during the quarter, following the submission of disability documentation and a meeting with a disability access coordinator or specialist to discuss the student's needs. Please note that not all disabilities are visible or obvious. We respectfully ask that flexibility be used while students learn to follow the specific steps.

Working together, we can provide these students with the necessary support for academic success. We encourage you to connect with the student to discuss these accommodations, particularly any requiring more coordination such as: testing, copies of instructor notes or overheads, flexibility, and those pertaining to classroom participation. Please contact [REDACTED] or our office directly if you have any questions about the accommodation process or implementation.

Of course, with respect to the students' privacy and following legal requirements, all conversations regarding accommodation are to be handled in private. Thank you for your understanding.

If “Alternative Testing” is listed as one of the student’s accommodations a link to the MyDRC Test Proctoring Form will be included in a special box at the top of the e-mail, just below the introductory paragraphs:

PLEASE COMPLETE: MyDRC Test Proctoring Form

This student has been approved for Alternative Testing Accommodations and may choose to test at the DRC. A test proctoring form is required in order for the DRC to provide an equitable testing environment while proctoring exams.

- To complete the MyDRC Test Proctoring Form click the following link: <https://cascade.accessiblelearning.com/BellevueCollege/ContractInstructor.aspx?ID=21613&CID=111156&Key=6PWtEyPc>
- Completing this form once at the beginning of the quarter will provide the DRC with your testing instructions for the entire quarter for this student and any other DRC students in the same class.

Detailed instructions on how to complete the MyDRC Test Proctoring Form, please visit the [MyDRC Test Proctoring Form tutorial](#) on the MyDRC User Guide page of the DRC website. This tutorial also provides information about what to do if:

- Your class has no tests
- You will proctor tests and provide required testing accommodations yourself
- You would like a proctoring form copied from a previous quarter
- You would like this proctoring form copied to other classes

Please feel free to contact the DRC or stop by the DRC Office with any questions or for any assistance you need.

This section includes a unique link to the MyDRC Test Proctoring Form for the specific student AND class named in the Letter of Accommodation; however, the form will be copied to any other students in the same class.

NOTE: If this box is missing from a student’s Letter of Accommodation, double-check to see if “Alternative Testing” is listed as an accommodation. If the student has alternative testing accommodations then this box should be present in the Letter of Accommodation. If it is not, either:

- The student requested accommodations AFTER a MyDRC Test Proctoring Form had already been completed for the course; or
- A mistake was made when requesting the student’s accommodations; they should be reviewed and a new letter sent.

Do the student’s specific testing accommodations/preferences suggest testing should be arranged at the DRC?

Some testing accommodations are quite simple to provide in class – such as an instructor-approved note card or word bank – while others may prove more difficult – such as private testing or extended time. Additionally, some students choose to test in class – choosing access to the instructor over using their accommodations – while others may start the quarter testing in class to “see how it goes” and end the quarter testing with the DRC.

The Letter of Accommodation will include a list of the student’s accommodations (see at right) and you can click on the “Read More” link next to each category heading in the list for more detailed information on the accommodations. Very detailed explanations of each accommodation will be provided to help you make a determination about whether or not you should proctor the student’s exams yourself or seek assistance from the DRC. Of course, the student’s preferences should also be a consideration.

1. **Adaptive Furniture** ([Read More](#))

- Adaptive Furniture

2. **Alternative Testing** ([Read More](#))

- 1 Instructor-Approved 5x7 Note Card, Double Sided for Tests
- Extended Time for Tests
- Private Testing
- Reduced Distraction Environment

3. **Classroom Access** ([Read More](#))

- Dimming of Lights

4. **Others** ([Read More](#))

- Emotional Support Animal

If you haven't completed a MyDRC Test Proctoring Form previously (or don't want it copied) and the answer to each of the other questions is "Yes" then the DRC would appreciate you completing the MyDRC Test Proctoring Form. Using the green paper Test Proctoring Request forms is still an option for students whose disability prohibit or complicate using MyDRC, computers, or online systems.

Please continue with this tutorial for more in-depth information on completing the MyDRC Test Proctoring Form.

However, if any of the the questions above were answered with a "No", then you may be able to proctor your own tests (if you have them). Skip ahead to the section below labeled "Proctoring Your Own Exams" for further instructions.

The MyDRC Test Proctoring Form

How do I fill out the MyDRC Test Proctoring Form?

Following link included in the Letter of Accommodation e-mail will take you to the webpage for the MyDRC Test Proctoring Form, by way of Bellevue College's single sign-on – if you use Google Chrome this will be a webpage with a picture of the BC Fountain on one side and space to enter your BC email address and password on the other; if you are using Microsoft Internet Explorer then a "Windows Security" box may open after clicking the link allowing you to enter your BC email and password. Once entered, the MyDRC Test Proctoring Form page should look similar to this:

The screenshot shows the MyDRC Test Proctoring Form by Instructor page. At the top, there is a navigation bar with the Bellevue College logo and the text "BELLEVUE COLLEGE". Below this is a "Home" button. The main content area is titled "ALTERNATIVE TESTING - MYDRC TEST PROCTORING FORM BY INSTRUCTOR". It includes a breadcrumb trail: "Home >> Alternative Testing - MyDRC Test Proctoring Form by Instructor". There is a "Logout" button with a warning: "Once you finish with your session, please do not forget to Log Out and Close Your Browser." The main content is divided into two columns. The left column is titled "MYDRC TEST PROCTORING FORM DESCRIPTION" and contains the text: "Type: 2018-19 Test Proctoring Form (S) MyDRC Test Proctoring Form informing the DRC of instructor testing procedures for students with testing accommodations. This test proctoring form is good for one quarter but is expected to be reusable for the entire 2017-18 academic year with little-to-no changes. The term 'test' refers to any quiz, test, or exam." The right column is titled "FACULTY / STAFF INSTRUCTION" and contains the text: "Thank you for filling out the MyDRC Test Proctoring Form! For detailed instruction or assistance in completing this form, please visit our MyDRC Test Proctoring Form Tutorial found on the MyDRC User Guide page of the DRC website, or contact the DRC Office. If you need to update your MyDRC Test Proctoring Form after the initial submission, please contact the DRC with the new instructions and the DRC will update the Form for you." The page also includes a "Class: TEST 142.B - Tests Not Associated W/ Class (CRN: 1225X)" and a "Problem with Login Sign In" link in the top right corner.

"Proctoring Your Own Exams"

Immediately below the "Description" and "Instruction" text boxes, please take special note of the light yellow text box titled "Proctoring Your Own Exams":

The screenshot shows the "PROCTORING YOUR OWN EXAM" section of the MyDRC Test Proctoring Form. It is a light yellow text box with the following content: "IMPORTANT! You need to make a selection in this box ONLY if you are going to proctor your own tests or there are no tests for your course. IF, you would like the DRC to proctor tests for students with alternative testing accommodations, please do nothing with this section and skip to question #1. If you are going to proctor your own exams, please ensure that all requested accommodations are being provided for each test. If you are unsure of how to provide a specific accommodation, please contact the DRC: drc@bellevuecollege.edu or x2498. Thank you! Type: Select One Confirm I Will Proctor My Own Exams MyDR My Class Has No Exam". The "Type" dropdown menu is open, showing the options "I Will Proctor My Own Exams" and "MyDR My Class Has No Exam".

SKIP THIS SECTION IF YOU WANT TESTS PROCTORED AT THE DRC!

If you teach a class that has no tests (timed writing assignments may be considered tests), select “My Class Has No Exams” and click the “Confirm” button.

If your course has only online tests that do not require proctoring or you will provide testing accommodations for all students in this course within the classroom then select “I Will Proctor My Own Exams” before clicking the “Confirm” button.

Either option will submit the MyDRC Test Proctoring Form without requiring any other information and automatically be applied to all students in the same course with alternative testing accommodations and will notify students that they do not need to make testing arrangements with the DRC.

If you select one of these options by mistake or decide during the course of the quarter this needs to be undone, just contact the DRC and we can reset the MyDRC Test Proctoring Form options for your course.

Before Filling Out the Form

Please carefully read through all of the instructions at the top of the page before filling out the form.

When filling out the MyDRC Test Proctoring Form, it’s important to remember the following:

- ALL questions must be answered and filled out in order for the form to be accepted.
- If you select an answer that includes the words “Specify Below,” you must write something in the comment box below it, or the form will not be accepted.
- Because the system deals with confidential information it is set up to “timeout” every 30 minutes or so – if it takes longer than this for you to complete the form it may not be accepted and you will have to start over.
 - If you believe it may take you more than 30 minutes to complete the form, write your answers in a text file while the form is open in a web browser, then close the page and reopen the link to copy and paste your answers to a fresh form with a new “timer”.

Filling Out the MyDRC Test Proctoring Form

A question-by-question explanation of the form.

Question 1: How will exams get to the DRC? (Please label tests with course and test date)*

1. **How will your exams get to the DRC? (Please label tests with course and test date)***

Upload Link provided in Test Request/Reminder

Email drc@bellevuecollege.edu

Deliver to DRC Office B132 before the day of the test (drop box available)

Tests are Online

Other (Specify Below)

Additional Note or Comment

Select the method that will be used to get your exams to the DRC. All tests should be labeled with the Course (Ex. BIOL 100.A) and the test date – this will allow DRC staff to match the tests up with the correct students as well as determine whether testing appointments meet your scheduling criteria.

Please note that use of the first option, an Upload Link provided in the Test Request/Reminder, is explained in another tutorial found in the [MyDRC User Guide](#) on the DRC website - [Uploading an Exam to MyDRC or Adding Instructions](#).

If you select “Other (Specify Below)” please also fill out the “Additional Note or Comment” section for this question.

Question 2: In the event the student cannot begin the test at the same time as the class, what concerns do you have for the DRC to address? Note: if the student should not be allowed to take the test after the class has done so, please use Question 3 to indicate this.

2. **In the event the student cannot begin the test at the same time as the class, what concerns do you have for the DRC to address? Note: if the student should not be allowed to take the test after the class has done so, please use Question 3 to indicate this.**

Type your response into the text box provided. In order for the form to be accepted, something needs to be typed into this box, so if you do not have any concerns, please enter "no concerns" or "not applicable."

Question 3: Test must be completed no later than...

3. **Test must be completed no later than...**

- Same Day as Class
- No Deadline
- Specific Deadline (Specify Below)

Additional Note or Comment

Select when you would like tests to be completed by.

Question 4: May we photocopy a blank test you provided for one student to replace one omitted for another student in the same class? NOTE: We never make digital copies without your explicit approval unless needed to meet a student's accommodation (e.g. test needs to be converted to Kurzweil).*

4. **May we photocopy a blank test you provided for one student to replace one omitted for another student in the same class? NOTE: We never make digital copies without your explicit approval unless needed to meet student's accommodation (e.g. test needs to be converted to Kurzweil).***

- Yes, this is fine
- No, please contact me for additional copies of my exams.
- Other (Specify Below)

Additional Note or Comment

Select an option from those provided as well as express any concerns that you may have about the DRC photocopying, or printing, an additional test for a student AS NEEDED from a copy already provided.

Question 5: What materials are allowed for your exams? If you have different rules for each test, check other and specify below.

5. **What materials are allowed for your exams? If you have different rules for each test, check other and specify below.**

- Open Book
- Open Note (not including a student's accommodation, if applicable) (Specify Below)
- Basic Calculator
- Scientific Calculator
- Graphic Calculator
- Scantron
- Blue Book
- Other (Specify Below)

Additional Note or Comment

Select the materials students are allowed to use for their exams. You may select more than one option.

The option "Open Note" means notes above and beyond those for a student's accommodation. So if the whole class gets notes, the DRC student is allowed these in addition to their accommodated notes.

For classes requiring the use of a calculator multiple types are listed so that you may specify.

Question 6: What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured?

6. **What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured?**

- Have student go to the classroom/office to ask instructor.
- Have proctor email the instructor at this address. (Specify Below)
- Other (Specify Below)

Additional Note or Comment

Select how you would like to handle any clarifications students might need mid-exam.

Question 7: How would you like to receive completed tests back from the DRC?

7. **How would you like to receive completed tests back from the DRC?**

Pick up at DRC

Scan & Email; Pick up physical copy at DRC (verify email below) (Specify Below)

Scan & Email; Campus mail physical copy (verify email and mailbox location below) (Specify Below)

Other (Specify Below)

Additional Note or Comment

Select how you would like the DRC to return completed tests to you. Please remember that physical copies of the test must be returned so if you select the "Scan & Email" option please also select how you want to receive the physical test. Please use the text box to verify your email address and campus mail location, if those are options you choose.

Question 8: Are tests graded or reviewed in class, or are there other circumstances which may require special attention by the DRC staff in returning a test to you?*

8. **Are tests graded or reviewed in class, or are there other circumstances which may require special attention by DRC staff in returning a test to you?***

Yes (please elaborate) (Specify Below)

Not Applicable

Additional Note or Comment

Some classes have special circumstances surrounding their testing practices and how those tests need to be returned to class/the instructor. For example, some classes have a period of individual testing followed by collaborative testing where the students work on the tests together – obviously all of the tests need to be present for this to be beneficial so it's necessary for the student to return to class with the completed test. In the past the DRC has sealed the test in envelopes for the student to take with them and going forward we will be utilizing tamper-evident envelopes to help ensure tests aren't being compromised.

This is just one example of such special attention – another may be so simple as tests being reviewed in class the day after they're taken. Such information allows the DRC to keep students informed and scheduling their testing appointments appropriately as well as helps us prioritize test return procedures.

Question 9: If a student does not show up on the appointed day/time for testing, what would you like the DRC to do with the test we have for them?*

9. **If a student does not show up on the appointed day/time for testing, what would you like the DRC to do with your test that we are holding for them?***

Shred It (How soon?) (Specify Below)

Hold Onto It (For how long?) (Specify Below)

Return It per Completed Test preferences

Additional Note or Comment

In order to ensure that students are following the terms outlined here and not taking tests later than they should be allowed, how would you like us to handle “missed” tests? If you want us to shred or hold onto the test, use the additional note section to clarify the preferred timing for these actions.

Question 10: Other instructions or information that is important for your student or the DRC to know regarding your tests?*

10. **Other instructions or information that is important for your student or the DRC to know regarding your tests?***

To answer this question, please specify anything that applies to all of your tests in a general sense (e.g. all tests come with PowerPoints). You will have the opportunity to include specific instructions for each test when submitting them to the DRC. Something must be entered in order for the form to be accepted.

Exam Type(s): Please list regular class exam length without extended time accommodations.

Exam Type(s)

Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Final Minutes

Labs Minutes

Midterm Minutes

Quiz Minutes

Test Minutes

Enter the amount of time (in minutes) the class receives for each type of exam - MyDRC will use it to calculate the student’s accommodated times.

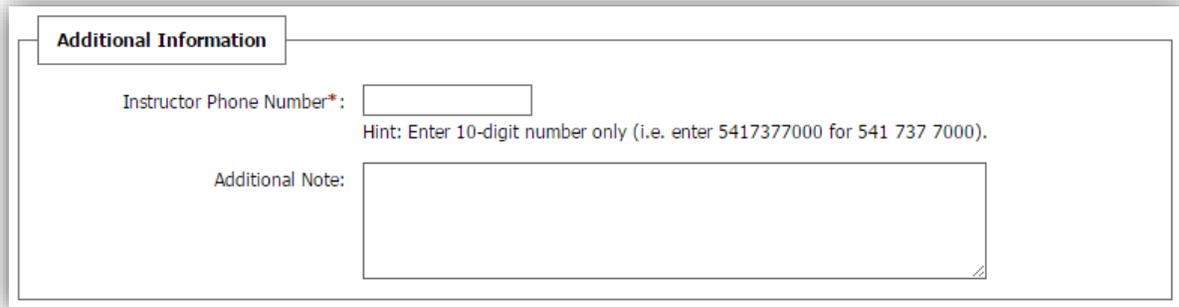
Please enter a number in each text box for only exams you offer: If you don’t plan on using a type of exam, then don’t enter a time and students will not be able to request it. If you don’t know how long that particular type of test will be

then enter “1” so that the test is still requestable by students – DRC staff will realize that there are no 1 minute tests of any sort and be aware for additional instructions with an appropriate test length.

If no number or “0” is entered in the text box then it will not appear as a selectable type of test for a student when making appointment requests. This can be especially problematic when scheduling finals.

Please note that a test is generally the length of one class (50-60 minutes), while a final is generally twice the length of a class (100-120 minutes).

Additional Information: Instructor Phone Number and Additional Notes.



Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Enter a phone number where the DRC can contact you in 10-digit format (with no spaces or dashes). Please note that this information is required for the form to be accepted.

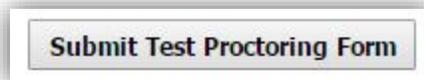
In the Additional Note text box, please feel free to leave any additional information about contacting you such as an alternative e-mail address, days/times you are in the office or on campus, etc. This information will only be used to contact you in relation to a DRC student taking your class and their testing arrangements.

Anything put in the “Additional Information” section is for DRC use only. Students will **not** have access to this data.

Finishing Up

Take a moment to look over the information you have entered to verify that it is complete and accurate.

When you are finished click on the button labeled “Submit Test Proctoring Form” located near the bottom of the page, below the Additional Information section of the form.



The system will automatically e-mail you a copy of the MyDRC Test Proctoring Form for your records.

Once the form is submitted your student will be allowed to schedule exams to be taken with the DRC.

If you have multiple DRC students in the same class (Ex. NUTR 100.A):

- Fill out the MyDRC Test Proctoring Form for only one student, it will be automatically copied to any other student in the class with testing accommodations that makes an accommodations request.
 - If you don’t want it to automatically copy, let the DRC know as soon as you’ve completed the form for one student and we’ll lock it to prevent it from copying itself.

If you want to use the same form for multiple classes (Ex. NUTR 100.A & NUTR 100.B):

- Fill out the MyDRC Test Proctoring Form for only one student
- E-mail the DRC to tell us which student you filled it out for and what class to copy it to
 - There’s no limit to the number of classes we can copy a test proctor form to
 - Classes don’t need to be related – we could copy a proctor form from HIST to MATH if the test instructions were the same for both classes

Conclusion: Exceptions and Alterations to the MyDRC Test Proctoring Form

How can I review the information in the Proctoring Form? What if I need to make changes to it?

Verification Email

A verification email will be sent to your BC email address once the MyDRC Test Proctoring Form has been completed and it will have both the questions and your completed responses to them. If you do not see an email within a few minutes of completing the proctor form check your junk and clutter folders. If you still can't find it, email the DRC to:

1. Verify that the form was actually accepted by MyDRC, and
2. So we can email you screen shots or a PDF of the MyDRC Test Proctoring Form for your records

Reminder Emails

Exam request and reminder emails sent to you when a student schedules a testing appointment and prior to the testing date will include a copy of *some* of the MyDRC Test Proctoring Form questions and your responses. Not every question is included as not all of them are pertinent to the actual test – some involve how you'd like the test return or how you may deliver it to us.

Exceptions

If you provide the DRC with a test that has parameters that differ from the MyDRC Test Proctoring Form you completed at the beginning of the quarter, we would advise:

- You use the "Add Exam Instruction" feature on MyDRC which allows you to add additional instructions to any scheduled test. For further information, check out our tutorial: [Uploading an Exam To MyDRC or Adding Instructions](#); or
- You include a supplemental instruction sheet with the exam; or
- You contact the DRC directly to inform us of how the instructions differ from those on file

Alterations

If, at any time during the quarter, adjustments need to be made to your MyDRC Test Proctoring Form, please contact the DRC and inform us of the changes. We will be able to update the form – for all students in the same class – in just a couple of minutes.

If you would like to fill out a new proctoring form, again contact us so that we can delete the existing one and send you a new link! We can be reached in any of the following ways:

Disability Resource Center

3000 Landerholm Circle SE, B132

Bellevue College, WA 98007-6484

Phone: 425-564-2498

TTY: 425-564-4110

Fax: 425-564-4138

Skype for ASL: DRCatBC

Email: drc@bellevuecollege.edu