



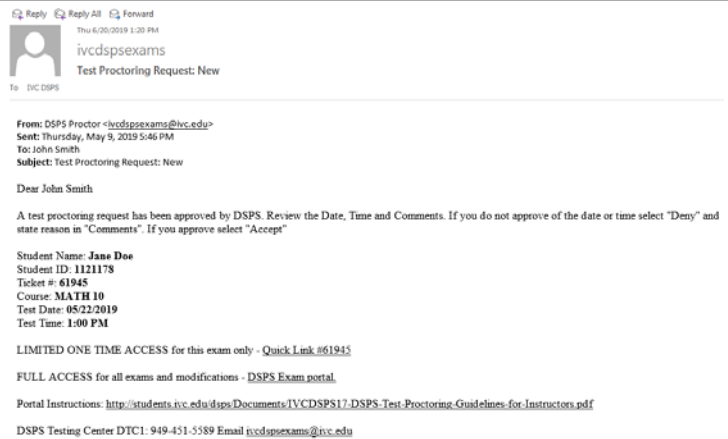
Instructor's Guide to the DSPS Test Proctoring Portal

You should **DENY** the DSPS test proctoring request if....

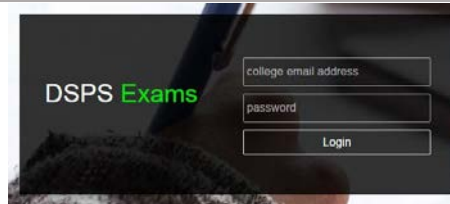
- The exam is a take at home exam (online or paper).
 - * To provide extended time on Canvas <https://community.canvaslms.com/docs/DOC-2984>
- You are providing the approved accommodations that the student is requesting
- If you do not approve the date or time requested

1. You will receive an email when a DSPS student signs up for an exam. You cannot submit an exam until you receive this email.

Click on the **Quick Link#** to process the request. **ONE TIME** access

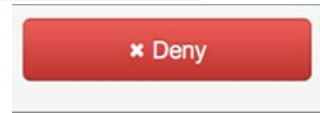
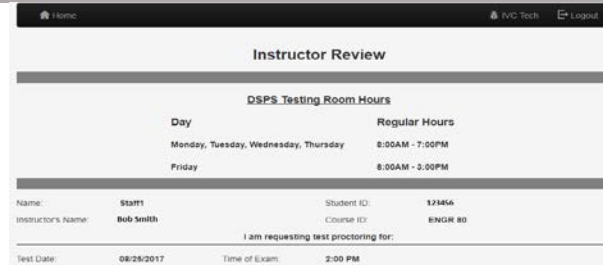


For full access to all exams and modifications (delete exam, upload new exam, retrieve completed exam, add comments, etc.): <https://services.ivc.edu/dspsexams/>



2. Complete the Instructor Review form.

- Review the **date** and **time** of the request. If you do not approve, state the reason and click on **Deny**.
- *If date/time is different than the class the student should state a reason in the comment section.



- Provide DSPS with the exam through the portal or drop it off to DSPS Testing Center (DTC1) with instructions printed from the portal. **Do NOT mail or email exams.**


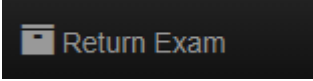
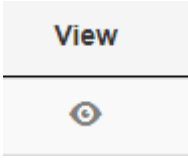
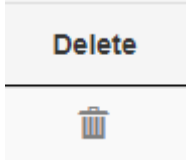
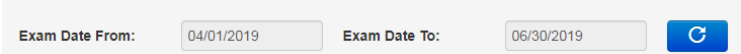



- **ONLINE EXAMS:** Click on exam drop off and under comments write "online exam" include the program needed and password. Students cannot see your comments.

* Attachment **MUST** be in PDF format up to 3mb per file. You may add more than 1 PDF file. **DO NOT** submit answer keys with the exam.



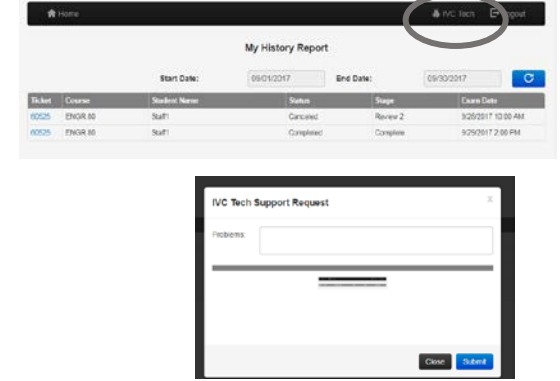
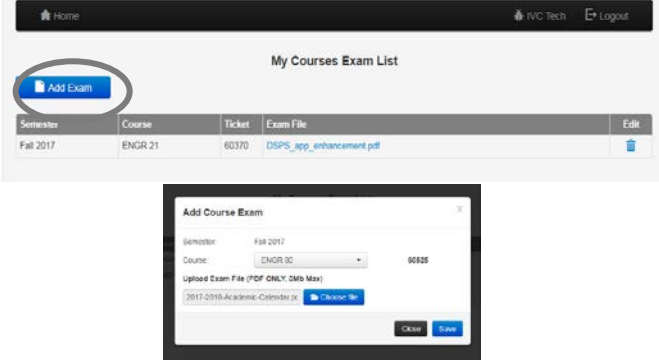
<ul style="list-style-type: none"> Provide the time allotted in class for the exam. Do NOT include extended time. DSPS will adjust time according to student's accommodations ** Time is in minutes. 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Time allotted in class: <input type="text"/> minutes</p> </div>								
<ul style="list-style-type: none"> Provide your contact information during the exam. Students cannot see this information. 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Contact Information During Exam: <input type="text"/></p> </div>								
<ul style="list-style-type: none"> Let DSPS know how you would like the exam returned to you 	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Return Exam To:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Mailbox Bldg <input type="radio"/> Faculty Office <input type="radio"/> Upload Completed Exam to Portal </td> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Professor Pick Up <input type="radio"/> Student Delivery </td> </tr> </table> </div>	<input type="radio"/> Mailbox Bldg <input type="radio"/> Faculty Office <input type="radio"/> Upload Completed Exam to Portal	<input type="radio"/> Professor Pick Up <input type="radio"/> Student Delivery						
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<ul style="list-style-type: none"> Exam guidelines are what you allow for ALL students in class. Approved accommodations will be given in addition to the classroom guidelines provided. 	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Exam Guidelines:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">NOTES: <input type="radio"/> YES <input type="radio"/> NO</td> <td style="width: 50%;">BOOK: <input type="radio"/> YES <input type="radio"/> NO</td> </tr> <tr> <td>CALCULATOR: <input type="radio"/> YES <input type="radio"/> NO</td> <td>SCRATCH PAPER: <input type="radio"/> YES <input type="radio"/> NO</td> </tr> <tr> <td>DICTIONARY: <input type="radio"/> YES <input type="radio"/> NO</td> <td>COMPUTER: <input type="radio"/> YES <input type="radio"/> NO</td> </tr> <tr> <td>RESTROOM BREAK: <input type="radio"/> YES <input type="radio"/> NO</td> <td></td> </tr> </table> </div>	NOTES: <input type="radio"/> YES <input type="radio"/> NO	BOOK: <input type="radio"/> YES <input type="radio"/> NO	CALCULATOR: <input type="radio"/> YES <input type="radio"/> NO	SCRATCH PAPER: <input type="radio"/> YES <input type="radio"/> NO	DICTIONARY: <input type="radio"/> YES <input type="radio"/> NO	COMPUTER: <input type="radio"/> YES <input type="radio"/> NO	RESTROOM BREAK: <input type="radio"/> YES <input type="radio"/> NO	
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RESTROOM BREAK: <input type="radio"/> YES <input type="radio"/> NO									
<ul style="list-style-type: none"> If there are additional guidelines or comments for the exam add them here. Students can not see this section. 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Instructor Comments/ Additional Instructions</p> </div>								
<ul style="list-style-type: none"> Click on Accept to submit your approval. 	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>✔ Accept</p> </div>								
<p>3. DSPS will review your submission. When it is accepted you will receive a confirmation. If it is not accepted you will receive further instructions by email and/or a phone call.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p style="font-size: 0.8em; margin: 0;">Thu 6/20/2019 1:08 PM</p> <p style="font-weight: bold; margin: 0;">ivcdspsexams</p> <p style="margin: 0;">Test Proctoring Confirmation</p> </div> </div> <p style="font-size: 0.8em; margin: 0;">To: IVC DSPS</p> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p style="font-size: 0.8em; margin: 0;">From: DSPS Proctor <ivcdspsexams@ivc.edu></p> <p style="font-size: 0.8em; margin: 0;">Date: Tuesday, May 14, 2019 at 8:31 AM</p> <p style="font-size: 0.8em; margin: 0;">To: John Smith <jsmith@ivc.edu></p> <p style="font-size: 0.8em; margin: 0;">Subject: Test Proctoring Confirmation</p> <p style="font-size: 0.8em; margin: 10px 0 0 20px;">Dear John Smith,</p> <p style="font-size: 0.8em; margin: 0;">The test proctoring request below has been accepted and confirmed.</p> <p style="font-size: 0.8em; margin: 10px 0 0 20px;">Student Name: Jane Doe</p> <p style="font-size: 0.8em; margin: 0;">Student ID: 123456</p> <p style="font-size: 0.8em; margin: 0;">Ticket #: 66125</p> <p style="font-size: 0.8em; margin: 0;">Course: MGT 104</p> <p style="font-size: 0.8em; margin: 0;">Test Date: 05/21/2019</p> <p style="font-size: 0.8em; margin: 0;">Test Time: 4:00 PM</p> </div>								
<p>4. You will receive an email after the exam has been completed/ or if the student did not show up for their exam.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p style="font-size: 0.8em; margin: 0;">Thu 6/20/2019 1:10 PM</p> <p style="font-weight: bold; margin: 0;">ivcdspsexams</p> <p style="margin: 0;">Test Proctoring Request: No Show</p> </div> </div> <p style="font-size: 0.8em; margin: 0;">To: IVC DSPS</p> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p style="font-size: 0.8em; margin: 0;">From: DSPS Proctor <ivcdspsexams@ivc.edu></p> <p style="font-size: 0.8em; margin: 0;">Sent: Monday, May 20, 2019 5:34 PM</p> <p style="font-size: 0.8em; margin: 0;">To: John Smith <jsmith@ivc.edu></p> <p style="font-size: 0.8em; margin: 0;">Subject: Test Proctoring Request: No Show</p> <p style="font-size: 0.8em; margin: 10px 0 0 20px;">Dear John Smith,</p> <p style="font-size: 0.8em; margin: 0;">The student below did not show up for this exam</p> <p style="font-size: 0.8em; margin: 10px 0 0 20px;">Student Name: Jane Doe</p> <p style="font-size: 0.8em; margin: 0;">Student ID: 123456</p> <p style="font-size: 0.8em; margin: 0;">Ticket #: 60135</p> <p style="font-size: 0.8em; margin: 0;">Course: ANTH 1L</p> <p style="font-size: 0.8em; margin: 0;">Test Date: 05/20/2019</p> <p style="font-size: 0.8em; margin: 0;">Test Time: 2:00 PM</p> </div>								

Retrieving Exams through the DSPS test proctoring Portal

<p>1. Log on to DSPS test proctoring portal https://services.ivc.edu/dspsProctor/</p>	 <table border="1" style="font-size: small;"> <thead> <tr> <th>Ticket</th> <th>Course</th> <th>Student Name</th> <th>Status</th> <th>Stage</th> <th>Exam Date</th> </tr> </thead> <tbody> <tr> <td>60525</td> <td>ENGR 60</td> <td>Staff1</td> <td>Processing</td> <td>Complete</td> <td>8/25/2017 2:00 PM</td> </tr> <tr> <td>60525</td> <td>ENGR 60</td> <td>Staff1</td> <td>Processing</td> <td>Complete</td> <td>8/31/2017 2:00 PM</td> </tr> <tr> <td>60525</td> <td>ENGR 60</td> <td>Staff1</td> <td>Processing</td> <td>Complete</td> <td>9/5/2017 12:00 PM</td> </tr> </tbody> </table>	Ticket	Course	Student Name	Status	Stage	Exam Date	60525	ENGR 60	Staff1	Processing	Complete	8/25/2017 2:00 PM	60525	ENGR 60	Staff1	Processing	Complete	8/31/2017 2:00 PM	60525	ENGR 60	Staff1	Processing	Complete	9/5/2017 12:00 PM
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<p>2. On the top left Select "<u>Return Exam</u>"</p>																									
<p>3. Select the exam you wish to view</p>																									
<p><u>Exam can be deleted after is reviewed</u></p> <p>Please note DSPS will not have access to retrieve exam. Once it has been deleted it is gone forever.</p>																									
<p><u>Filter exams by date</u></p>	 <p>Exam Date From: <input type="text" value="04/01/2019"/> Exam Date To: <input type="text" value="06/30/2019"/> <input type="button" value="G"/></p>																								
<p><u>Search by class, student name</u></p>																									

Additional Features

Available **ONLY** through the direct link: <https://services.ivc.edu/dspsProctor/>

<p><u>Instructor Home Page</u></p> <ul style="list-style-type: none"> You can view all student's current requests and their status. 	
<p><u>My History Report</u></p> <ul style="list-style-type: none"> On the left corner "Reports" you can view the history for exams requested through the DSPS portal. 	
<p><u>IVC Tech Support Request</u></p> <ul style="list-style-type: none"> For technical issues click on the right corner "IVC TECH" this will take a screen shot and create a ticket for Tech Support. After explaining the problem click "Submit". 	
<p><u>Exam Folder</u></p> <ul style="list-style-type: none"> This feature allows you to store your exams onto the secure portal. Which allows you to access and upload your exams from any device. To add exams click on "Add Exam" select the "course", "choose file" and "Save". 	
<ul style="list-style-type: none"> Retrieve exams from exam folder click on "Exam Attachment", "Exam Folder", "Your Exam List", "Choose File", "Select" 	