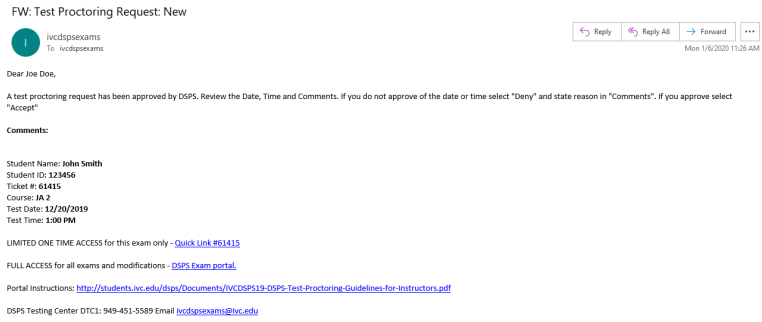
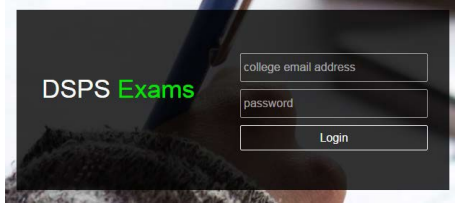
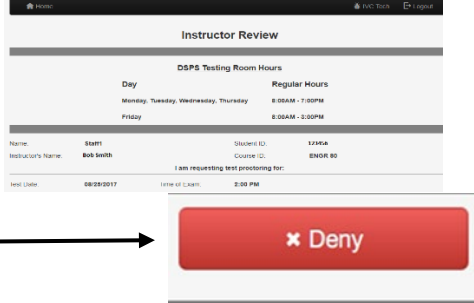
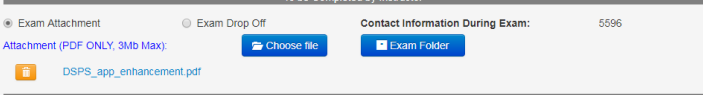







# Instructor's Guide to the DSPS Test Proctoring Portal

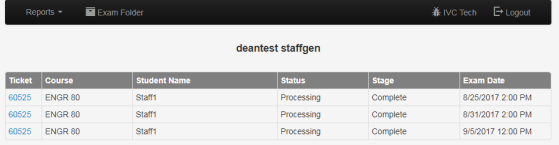
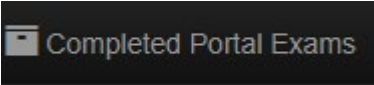
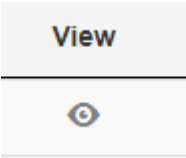
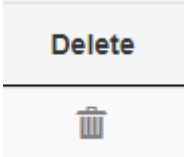
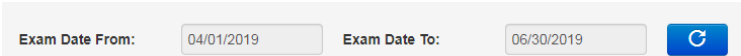

You should **DENY** the DSPS test proctoring request if....

- If you do not approve the date or time requested
- You are providing the approved accommodations that the student is requesting
- [Providing Test Proctoring Accommodations Remotely](#)

<p>1. You will receive an email when a DSPS student signs up for an exam. You <u>cannot</u> submit an exam until you receive this email.</p> <p>Click on the <b>Quick Link#</b> to process the request.</p> <p><b>access</b></p>	
<p>For <b>full access</b> to all exams and modifications (delete exam, upload new exam, retrieve completed exam, add comments, etc.):</p> <p><a href="https://services.ivc.edu/dspsexams/">https://services.ivc.edu/dspsexams/</a></p>	
<p>2. Complete the Instructor Review form.</p> <ul style="list-style-type: none"> <li>▪ Review the <b>date</b> and <b>time</b> of the request. If you do not approve, state the reason and click on <b>Deny</b>.</li> </ul> <p>*If date/time is different than the class the student should state a reason in the comment section.</p>	
<ul style="list-style-type: none"> <li>▪ Provide DSPS with the exam through the portal or drop it off to DSPS Testing Center (DTC1) with instructions printed from the portal. <b>Do NOT mail or email exams.</b></li> <li>▪ <b>ONLINE EXAMS:</b> Under comments include the program needed and password. Students cannot see your comments.</li> </ul>	 <p>* Attachment <b>MUST</b> be in PDF format up to 3mb per file. You may add more than 1 PDF file. <b>DO NOT</b> submit answer keys with the exam.</p>
<ul style="list-style-type: none"> <li>▪ Provide the time allotted in class for the exam. Do <b>NOT</b> include extended time. DSPS will adjust time according to student's accommodations</li> <li>** Time is in minutes.</li> </ul>	

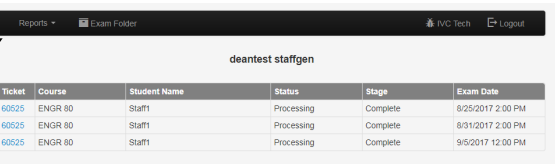
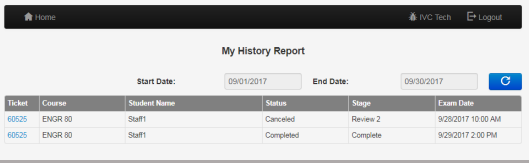
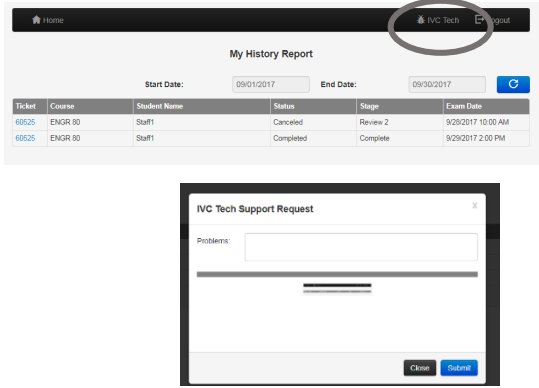
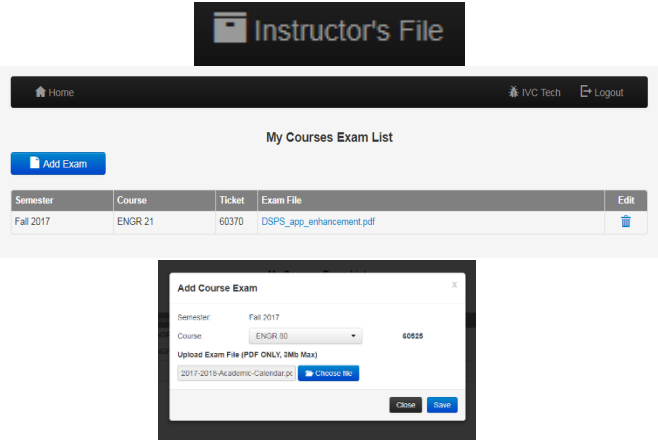
<ul style="list-style-type: none"> <li>Provide your contact information <b>during</b> the exam. Students cannot see this information.</li> </ul>	<p>Contact Information During Exam: <input type="text"/></p>																								
<ul style="list-style-type: none"> <li>Let DSPS know how you would like the exam returned to you</li> </ul> <p>If you select “ <b>Upload Completed exam to Portal</b>” see next page for further instructions.</p>	<p>Return Exam To:</p> <p><input type="radio"/> Professor Pick Up <b>Pick up in DTC1</b></p> <p><input type="radio"/> Student Delivery <b>Student will deliver to instructor in secured envelope. Please discuss with student where you would like exam delivered.</b></p> <p><input type="radio"/> Upload Completed Exam to Portal <b>View exam in "Completed Portal Exam" Folder</b></p>																								
<ul style="list-style-type: none"> <li>Exam guidelines are what you allow for ALL students in class. Approved accommodations will be given in addition to the classroom guidelines provided.</li> </ul>	<p>Exam Guidelines:</p> <table border="0"> <tr> <td>NOTES:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> <td>BOOK:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> </tr> <tr> <td>CALCULATOR:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DICTIONARY:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> <td>SCRATCH PAPER:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> </tr> <tr> <td>RESTROOM BREAK:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> <td>COMPUTER:</td> <td><input type="radio"/> YES</td> <td><input type="radio"/> NO</td> </tr> </table>	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				DICTIONARY:	<input type="radio"/> YES	<input type="radio"/> NO	SCRATCH PAPER:	<input type="radio"/> YES	<input type="radio"/> NO	RESTROOM BREAK:	<input type="radio"/> YES	<input type="radio"/> NO	COMPUTER:	<input type="radio"/> YES	<input type="radio"/> NO
NOTES:	<input type="radio"/> YES	<input type="radio"/> NO	BOOK:	<input type="radio"/> YES	<input type="radio"/> NO																				
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RESTROOM BREAK:	<input type="radio"/> YES	<input type="radio"/> NO	COMPUTER:	<input type="radio"/> YES	<input type="radio"/> NO																				
<ul style="list-style-type: none"> <li>If there are additional guidelines or comments for the exam add them here. Students can not see this section.</li> </ul>	<p>Instructor Comments/ Additional Instructions</p> <div style="border: 1px solid #ccc; height: 40px;"></div>																								
<ul style="list-style-type: none"> <li>Click on Accept to submit your approval.</li> </ul>	<p style="text-align: center;"><input type="button" value="✓ Accept"/></p>																								
<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;"> <p>Thu 6/20/2019 1:08 PM</p> <p> ivcdspsexams Test Proctoring Confirmation</p> <p>To: IVC DSPS</p> <hr/> <p><b>From:</b> DSPS Proctor &lt;<a href="mailto:ivcdspsexams@ivc.edu">ivcdspsexams@ivc.edu</a>&gt;  <b>Date:</b> Tuesday, May 14, 2019 at 8:31 AM  <b>To:</b> John Smith <a href="mailto:jsmith@ivc.edu">jsmith@ivc.edu</a>  <b>Subject:</b> Test Proctoring Confirmation</p> <p>Dear John Smith,</p> <p>The test proctoring request below has been accepted and confirmed.</p> <p>Student Name: <b>Jane Doe</b>  Student ID: <b>123456</b>  Ticket #: <b>66125</b>  Course: <b>MGT 104</b>  Test Date: <b>05/21/2019</b>  Test Time: <b>4:00 PM</b></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;"> <p>Thu 6/20/2019 1:10 PM</p> <p> ivcdspsexams Test Proctoring Request: No Show</p> <p>To: IVC DSPS</p> <hr/> <p><b>From:</b> DSPS Proctor &lt;<a href="mailto:ivcdspsexams@ivc.edu">ivcdspsexams@ivc.edu</a>&gt;  <b>Sent:</b> Monday, May 20, 2019 5:34 PM  <b>To:</b> John Smith &lt;<a href="mailto:jsmith@ivc.edu">jsmith@ivc.edu</a>&gt;  <b>Subject:</b> Test Proctoring Request: No Show</p> <p>Dear John Smith,</p> <p>The student below did not show up for this exam</p> <p>Student Name: <b>Jane Doe</b>  Student ID: <b>123456</b>  Ticket #: <b>60135</b>  Course: <b>ANTH 1L</b>  Test Date: <b>05/20/2019</b>  Test Time: <b>2:00 PM</b></p> </div>																								

## Retrieving Exams through the DSPS test proctoring Portal

<p>1. Log on to DSPS test proctoring portal  <a href="https://services.ivc.edu/dspsProctor/">https://services.ivc.edu/dspsProctor/</a></p>	 <table border="1" style="margin-left: auto; margin-right: auto;"> <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 80</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 80</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 80</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 80	Staff1	Processing	Complete	8/25/2017 2:00 PM	60525	ENGR 80	Staff1	Processing	Complete	8/31/2017 2:00 PM	60525	ENGR 80	Staff1	Processing	Complete	9/5/2017 12:00 PM
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60525	ENGR 80	Staff1	Processing	Complete	9/5/2017 12:00 PM																				
<p>2. On the top left Select “<b>Completed Portal Exams</b>”</p>																									
<p>3. Select the exam you wish to view</p>																									
<p><b><u>Exam can be deleted after is reviewed</u></b></p> <p>Please note DSPS <b>will not</b> have access to retrieve exam. Once it has been deleted it is gone forever.</p>																									
<p><b><u>Filter exams by date</u></b></p>																									
<p><b><u>Search by class, student name</u></b></p>																									

# Additional Features

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

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