

# Instructor's Guide to the DSPS Test Proctoring Portal

## To Accept or Deny a Request

- 1 You will receive an email when a student signs up for an exam.

**Subject:** DSPS Test Proctoring Request: New


Your student has requested accommodated test proctoring. Log on to the DSPS testing portal <https://services.ivc.edu/IVCDTC1/login.html> to approve or deny requests. A response must be received by 8:00 AM of the requested date or the request will be canceled or rescheduled.

Student Name: ██████████  
Student ID: ██████████  
Section(Ticket) #: ██████████  
Course: **WR 1**  
Exam Title: **Test 2**  
Test Date: **11/10/2023**  
Test Time: **12:00 PM**

- 2 Click the link in the email or go to [the Portal](#) to log in. Log in username is your IVC credential.

Example) jsmith1@ivc.edu

- 3 You can see all the requests from your students on the main page. If the request is on "Instructor Review," you will have to complete it by clicking the View icon.

View	Course	Stage
	MATH 3B	Instructor Review

- 4 Check student information on the top and fill out all the required fields then click "Accept" no later than **8 am** on the day of the scheduled request.



Please **DENY** the DSPS test proctoring request if you do not approve the date or time requested or you are providing the approved accommodations that the student requested.

**To be Completed by Instructor**

Can this test proctoring request be rescheduled?  Yes  No

Exam Attachment  Exam Drop Off  Online Contact: **Email (outlook)**

**Exam needs to be received by 8 AM on the day of the scheduled request**

Return Exam To:

Processor Pick Up  Student Delivery

Upload completed exam to DTC1 portal

Please do **NOT** include extended time.  
DCT1 will adjust time accordingly.

Time allotted in class:  minutes

NOTE:	<input type="radio"/> YES	<input type="radio"/> NO	BOOK:	<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
CALCULATOR:	<input type="radio"/> YES	<input type="radio"/> NO			

**A restroom break will be allowed for exams that are longer than 4 hours.**

**Instructor Decision**

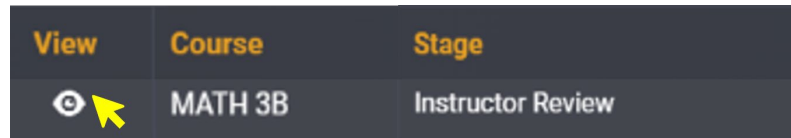
Instructor Comments:

Activate V  
Go to Setting

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## To Modify Guidelines for a Request

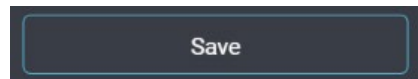
- 1 You are able to make changes on how the exam is received and delivered as well as update the exam attachment in the "Scheduled Exam" stage.



- 2 You can **NOT** update the exam guidelines once a request is accepted. Please write a comment if you would like to make changes to the guidelines.



- 3 Once you make an update, please make sure to **CLICK "SAVE"** on the bottom of the page.



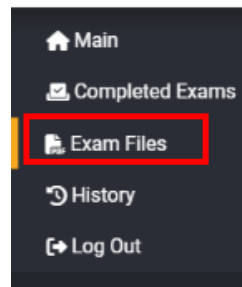
If you do not click the button, the proctors **will not receive a notification** of the update therefore, your students will not get the latest guidelines/exam. **IMPORTANT! Click "SAVE" on any updates made.**

## To Save an Exam on the Portal

You can store your exams onto the secure portal to allow you to access and upload your exams from any device.

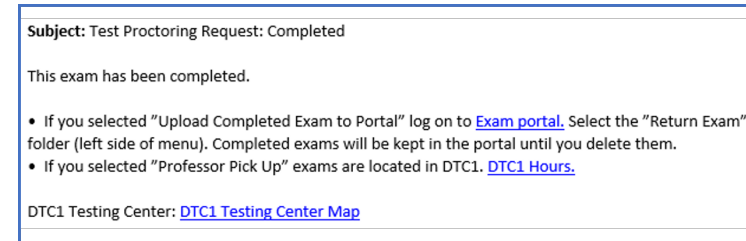
To add exams, click on "**Add Exam**" select the "**course**", "**choose file**" and "**Save**".

You are able to retrieve exams from the Exam folder.

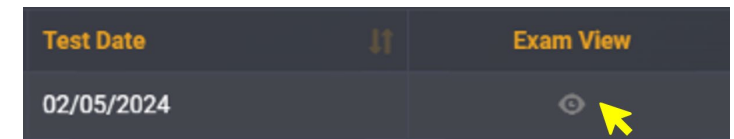
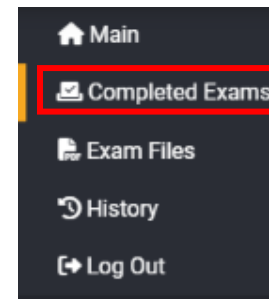


## To Retrieve a Completed Exam

- 1 You will receive an email after the exam has been completed.



- 2 Log on to [the Portal](#) and click "Completed Exams" on the left side. Click "Exam View" to download exams.



- ✓ If your student did not show for the scheduled exam, or an exam is canceled by the student or DTC1, you will receive an email notification.