

## DSS Remote Testing Process for Students

Dear Students,

Disability Support Services (DSS) will be proctoring your exam via Zoom. In order to make this a smooth process there are some guidelines you must follow in order to take your exam with DSS.

1. DSS zoom proctoring hours are from:  
8am – 5:45pm (exam must be completed by this time) Monday – Thursday  
8am – 4:45pm (exam must be completed by this time) Friday
2. Please make an appointment at least three (3) business days ahead of your exam date by emailing [dsstesting@cypresscollege.edu](mailto:dsstesting@cypresscollege.edu) and your instructor must be cc'd on this email with the date and time you need to take your exam. Your instructor will reply to confirm the exam and include any special instructions to the student and DSS staff which may include materials allowed, etc.
3. DSS Staff will email the Zoom link to access the exam to students who are scheduled the evening before the exam.
4. Please be sure your Zoom account shows your first and last name.
5. Students will wait in waiting room until allowed in by DSS staff.
6. Upon entrance you must show a picture ID.
7. If you are using a phone to log into the Zoom session, please be sure that your phone has your desk area in view. If you are using the laptop camera, all cellphones must be face down and in view of camera and remain there for the duration of the exam so we can see that it is not being used during the exam or when you take an approved break.
8. The chat box shall remain open during your exam in the event that DSS staff need to communicate with you. When you begin exam please enter your name and start time in a private chat with DSS staff.
9. Everyone will be muted upon entrance the only communication available will be PRIVATE chat with DSS staff.
10. Please notify DSS staff if the exam time set by your professor is incorrect so we can try to contact them or at least document the incorrect time.
11. Please be aware that there will be other DSS students in the Zoom proctoring session who are also taking exams.
12. If your approved accommodations include breaks (maximum of 10 minutes) your exam time will **not** be stopped, and you must leave your cellphone face down in view of camera.
13. When you are done with your exam enter your name and stop time in a private chat with DSS staff and please exit the Zoom proctoring session.
14. Please be aware that Zoom proctoring sessions are being recorded.

Thank you for your patience and understanding during this unusual time.