

DISABLED STUDENTS PROGRAM SYSTEM MANUAL

PROXY INSTRUCTIONS

Proxy Login

Access the Disabled Students Program website at: <http://dsp.sa.ucsb.edu/services/> . Enter your User Name (UCSB NetID) and Password and click on the Login button.



Upon logging in you will be greeted with a screen displaying several tabs: Pending Requests, Completed Requests, and Logout.



Pending Requests

Exam accommodation requests which have not been processed by the instructor or proxy will be located under the tab marked "Pending Requests". Students must submit a Proctor Request for each exam that is being administered during the quarter. For a course with two midterms and a final, for instance, you will receive a separate Proctor Request for each exam from each DSP student currently taking a specific course:

PROCTOR REQUESTS					
First	Last	Course	Request Date	Exam Date ↓	
Adriana		ANTH 156 / Curtis / MTW 11:00-12:25	8/11/2009	8/26/2009	View Request
Michael		ANTH 2 / Walsh / MTWR 9:30-10:40	8/6/2009	9/3/2009	View Request
Adriana		ANTH 156 / Curtis / MTW 11:00-12:25	8/11/2009	9/10/2009	View Request

In order to view the details of the Proctor Request, click on the View Request button adjacent to the exam date you would like to view.

You may choose to group students into the same room by simply checking the box adjacent to any other students listed who are eligible to be in the same exam room. Please note that some DSP students must receive a separate room based on their disability and as such must be scheduled for a different room than other DSP students in the class who request accommodations.

In the detail view, you will also need to enter the following information:

- **Exam Pick Up Location** (Where will the proctor receive the exam?)
- **Exam Pick Up Time** (If you are having the proctor pick up the exam in your office and you need time to get to class, please request that the proctor pick up the exam prior to the actual exam start time)
- **Exam Start Time**
- **Exam End Time** (note that if a student receives 150% time, they will receive 90 minutes to complete a one hour exam or 4.5 hours to complete a 3 hour final)
- **Exam Location** (Location where the proctor will administer the exam. Please note that this **MUST** be an exact location. “TBA” and “See DSP” are not acceptable options for this field as it is the responsibility of the individual instructor or department to secure a room for the exam)
- **Exam Drop Off Location** (Where should the proctor leave the exam once the student is finished?)
- **Exam Drop Off Time** (If the proctor is to turn the exam in to a particular person, when will that person be at the exam drop off location?)

Also note if either the instructor or one of their TAs will be proctoring the exam. You will only be able to select TAs who have been added to the STAR/COMPLETE system as a course TA. If you select this option, please let us know who the proctor will be. If you decide at a later date that you need to have DSP proctor this exam, you will need to contact us so that we can arrange for a proctor.

Finally, please note if there are any special instructions relating to this exam in the space provided. The detailed view of a Proctor Request looks like this:

NOTE: This request was submitted for an exam less than 10 days away. While Disabled Students Program will make every effort to fill this request, it can be very difficult to locate a proctor with such short notice.

REQUESTER INFO

 Print This Request

Name: Sarive Arango
 Email: sarive@umail.ucsb.edu
 Phone: 555-555-5555

COURSE INFO

Course: GPS 136
 Instructor(s): Nash
 Meeting Time: TR 9:30-10:45

EXAM INFORMATION

Date: 3/1/2009
 Proctor Type: Non Active Proctor
 Room Type: Alternate Room

REQUEST INFORMATION

Creation Date: 2/20/2009
 Status: Unassigned

REQUESTED SERVICES

Exam Accommodations

- Essay Exams 150%
- Short Answer Exams 150%
- Multiple Choice Exams 150%
- Problem Solving Exams 150%


[Cancel Request](#)

PROCTORING ASSIGNMENT


Associated Proctor Requests:
 You may group with up to 3 others

Carly Witt / GPS 136 / 3/1/2009

Exam Pick-Up Location:

Exam Pick-Up Time: 

Exam Start Time: 

Exam End Time: 

Exam Location:

Exam Drop-Off Location:

Exam Drop-Off Time: 

E-mail: bouraad@polsci.ucsb.edu

Will you or your TA be proctoring the exam?: Yes No

Special Instructions/Comments:

[Submit Assignment](#) [Cancel](#)

[Back](#)

Once you click the submit button, the proctor request is released to our office where one of the proctors we hire will accept the assignment and take care of administering the exam. Incomplete proctor forms cannot be submitted so you will need to coordinate with the instructor so that the dates, times and locations requested can be completed at the same time.

Completed Requests

Once you have completed the information requested for a proctor request, it will be moved from under the Pending Requests tab to the Completed Requests tab to indicate that the information required from you has been provided to our office.


[Proxy Home](#)
[Pending Requests](#)
[Completed Requests](#)
[Logout](#)
Proxy

COMPLETED REQUESTS						
					ANTH	SUMMER 2009
<p><i>Note: Each course listed below has at least one exam accommodation created for it. You may edit or cancel the request up to 72 hours before the exam by viewing the accommodation, and using the "Edit Accommodation" or "Cancel Accommodation" buttons.</i></p>						
Course	Clients	Exam Date ↓	Proctor	Status		
ANTH 109 / Kundu / MTWR 9:30-10:35	Adriana	7/2/2009	Marina Foster	Paid	View	
ANTH 3SS / Gill / MTWRF 12:30-1:50	Jonathan	7/6/2009	Kristina Gill	FilledByTA	View	
ANTH 3SS / Gill / MTWRF 12:30-1:50	Owen	7/7/2009	Kristina Gill	FilledByTA	View	
ANTH 109 / Kundu / MTWR 9:30-10:35	Adriana	7/16/2009	Stephanie Mares	Paid	View	
ANTH 109 / Kundu / MTWR 9:30-10:35	Adriana	7/30/2009	Stephanie Mares	Paid	View	
ANTH 3SS / Gill / MTWRF 12:30-1:50	Jonathan Owen	7/31/2009	Kristina Gill	FilledByTA	View	
ANTH 3SS / Gill / MTWRF 12:30-1:50	Jonathan Owen	7/31/2009	Kristina Gill	FilledByTA	View	
ANTH 5 / SobraSke / MTWRF 11:00-12:20	Jonathan	8/1/2009	Emily Crutcher	Paid	View	
ANTH 142 / Kundu / MTWR 12:30-1:35	Adriana	8/13/2009	Helen Tracey	Paid	View	
ANTH 151T / Kim / MTWR 2:00-3:20	Connie	8/20/2009	Stephanie Mares	Paid	View	
ANTH 142 / Kundu / MTWR 12:30-1:35	Adriana	8/27/2009	Helen Tracey	Completed	View	
ANTH 142 / Kundu / MTWR 12:30-1:35	Adriana	9/10/2009	Kaitlynn Romain	Filled	View	
ANTH 151T / Kim / MTWR 2:00-3:20	Connie	9/10/2009		Unfilled	View	

You may view the details of the exam assignment by clicking on the View button. You may also edit the details of the assignment up until the time we have assigned a proctor, after which the only changes that may be made are to the room locations unless you contact our office.

EXAM ACCOMMODATION

This exam accommodation has been successfully completed.

Requests in Accommodation:  Adriana

Exam Pick-Up Time: 8/27/2009 12:15 PM

Exam Start Time: 8/27/2009 12:30 PM

Exam End Time: 8/27/2009 2:00 PM

Exam Drop-Off Time: 8/27/2009 2:00 PM

Exam Pick-Up Location: HSSB 2067

Exam Location: HSSB 2074

Exam Drop-Off Location: HSSB 2067

Creator E-mail: mkundu@es.ucsb.edu

Status: Completed

Proctor Type Needed: Non-Active

Proctor: **Name: Helen Tracey**

Phone: 510-

Email: @umail.ucsb.edu

Actual Proctor Start Time: 8/27/2009 12:15 PM

Actual Proctor End Time: 8/27/2009 2:00 PM

Proctor Time Worked: 1:45

Notes regarding this accommodation:

Exam Accommodation completed on 8/27/2009 at 2:02 PM by Helen Tracey (Proctor).

Created by: Helen Tracey on 8/27/2009

[Add Note](#)

Grouping Students in the Same Room:


Once you have set up the accommodation for one student, subsequent students who will share an exam room **will be grouped with them automatically if possible.** Please note that the system will not add more than five students to the same room, nor will it combine students who receive a Private Setting or who use a Laptop in a room with any other student. These students must be placed in a separate room from other students.

COMPLETED REQUESTS

ANTH ▾

SUMMER 2009 ▾

EXAM ACCOMMODATION

Requests in Accommodation:  Jonathan Owen

Exam Pick-Up Time: 7/31/2009 9:30 AM

Exam Start Time: 7/31/2009 9:30 AM

Exam End Time: 7/31/2009 12:30 PM

Exam Drop-Off Time: 7/31/2009 12:30 PM

Exam Pick-Up Location: HSSB 1029

Exam Location: HSSB 1029

Exam Drop-Off Location: HSSB 1029

Creator E-mail:

Status: FilledByTA

Proctor Type Needed: Non-Active

Proctor: **Name: Kristina**Phone: *No information could be found*Email: @umail.ucsb.edu[Edit Accommodation](#) [Cancel Accommodation](#) * Contact the DSP office if you wish to modify/cancel this accommodation.

Notes regarding this accommodation:

[Add Note](#)

DSP Proctors

Once a proctor has signed up to proctor an exam, their name will be displayed on the request as well and you will receive an email from our office that the assignment has been filled.

If you have any further questions on how to use the DSP System, please contact Mark Grosch at 893-3590 or mark.grosch@sa.ucsb.edu. If you have an questions about proctoring arrangements, please contact Christian Port at Christian.Port@sa.ucsb.edu or at 893-6077.

If you would like to have a demonstration of the system provided to you individually or to a group of faculty in your department, we can arrange to provide that as well.