Disabled Students Program Portal Proctoring Instructions

1. Login

Access the Disabled Students Program website at: http://dsp.sa.ucsb.edu/services/ or by clicking on **ACCESS SERVICES PORTAL**.

2. Application

If this is the first time you've logged onto our system, you will be asked which role you would like to use. Click on the **Proctor** button. You will be taken to a proctor application. Some of the information is already completed based on what is on file with the University. However you will need to include information about your Date of Birth, Middle Name and Ethnicity. Feel free to add any comments that you feel might be relevant to our hiring decision.

Check the box next to the authorization to verify reported information and click the **Submit** button.

PROCTOR APPLICATION

PERSONAL INFORMATION

Name: Adam Smith

Phone: 805-893-8821

Class Level: *No information available*

GPA: 0

Major(s): *No information available*

Perm: 4717765

Email: *No information available*

Additional Comment (optional):

200 characters remaining

DOB:

Middle Name:

Ethnicity:

Privacy Statement:
I understand that evaluations concerning me and an unofficial copy of my GPA sent to DSP are to be received, held, and maintained in confidence by that office. They will use these materials as criteria for selection for the position I am applying. I hereby expressly waive any and all rights I might have access to this statement under the Family Education Rights Privacy Acts of 1974 and the Policies and Procedures of the University of California.

☐ I authorize DSP to verify information contained in this application with Official University of California records and to receive information for the purpose of securing employees.

Submit   Cancel

After you submit your application, DSP staff will review it and you'll be notified on a hiring decision typically within 72 hours. Until then, you will receive this message when you log onto our system:

3. Sign Up For Jobs

Once you have been approved to be a DSP Proctor you will need to participate in a brief orientation session, after which you are eligible to accept proctoring assignments. To sign up for a job, click on the **Sign Up For Jobs** tab.

You will see a list of available proctoring requests, sorted by exam date.

Proctor type is shown under the Proctor heading – Active Proctors receive a higher rate of pay than Non-Active proctors because these jobs involve interacting with the student either as a scribe, a reader or a tracker.

Click on the **View** button adjacent to an assignment to view the details of that assignment.

Proctor Home | **Sign Up For Jobs** | **My Jobs** | **Logout**

SIGNUP FOR JOBS IN WINTER 2009

EXAM ACCOMMODATION

Requests in Accommodation:	Sarive Arango Carly Witt
Exam Pick-Up Time:	3/1/2009 9:30 AM
Exam Start Time:	3/1/2009 9:30 AM
Exam End Time:	3/1/2009 11:30 AM
Exam Drop-Off Time:	3/1/2009 11:45 AM
Exam Pick-Up Location:	Chem 1171
Exam Location:	Chem 1171A
Exam Drop-Off Location:	Chem 1179
Creator E-mail:	bouraad@polsci.ucsb.edu
Status:	Unfilled
Proctor Type Needed:	Non-Active
Proctor:	*No proctor has signed up for this job*

Notes regarding this accommodation:

Leave exam under door.

Created by: Marguerite Nash on 2/20/2009

Back | **Sign Up For Job**

The detailed view of the assignment shows the time at which you are to pick up the exam, the start and end time for the exam and the time at which you are to drop off the exam. It will also show the location of the exam and where to pick up and drop off the exam. Any special notes pertaining to the exam will be displayed in one or more of the boxes at the bottom. There may be one or several students in the same exam room who are to be proctored. Their names are shown at the top. In order to accept an assignment, click the box marked **Sign Up for Job**.

☐ *By checking this box, you confirm that you will proctor this exam accommodation. Once you sign up to proctor an exam accommodation, you cannot cancel. If there are any problems after signing up, you will need to work with the DSP office to handle them.*

Confirm Sign Up For Job | **Cancel Sign Up For Job**

You will be asked to confirm the assignment by checking the box which indicates that this is a final acceptance of the assignment. Once you have agreed to accept an assignment, you must

complete your responsibility by proctoring the exam. You will receive an email confirmation and, in the event additional students are added to the exam, you will receive their information as well. When you have confirmed this agreement, the job will be moved under the tab called **My Jobs**.

4. My Jobs

When you click on the **My Jobs** tab, you can see a list of all assignments that you have agreed to proctor:

To view the details of any assignment, click the **View** button adjacent to the job. This will present you with all the detailed information about the assignment, including the start and end time for the exam and the time at which you are to drop off the exam. It will also show the location of the exam and where to pick up and drop off the exam.

Any special notes pertaining to the exam will be displayed in one or more of the boxes at the bottom. There may be one or several students in the same exam room who are to be proctored. Their names are shown at the top.

If you need to contact one or more of the students for any reason, click on their name and their email address and phone number will be displayed on a separate page.

MY JOBS

EXAM ACCOMMODATION

Requests in Accommodation: Sarive Arango
                                                              Carly Witt

Exam Pick-Up Time: 3/1/2009 9:30 AM

Exam Start Time: 3/1/2009 9:30 AM

Exam End Time: 3/1/2009 11:30 AM

Exam Drop-Off Time: 3/1/2009 11:45 AM

Exam Pick-Up Location: Chem 1171

Exam Location: Chem 1171A

Exam Drop-Off Location: Chem 1179

Creator E-mail: bouraad@polsci.ucsb.edu

Status: Filled

Proctor Type Needed: Non-Active

Proctor: Adam Smith

Notes regarding this accommodation:

Leave exam under door.

Created by: Marguerite Nash on 2/20/2009

Add Note

If you have notes you wish to leave about the assignment, type them in the box provided and click the add note button. These notes may be viewed by you, the instructor and DSP staff but not the student.

5. Time Sheet

Once you have completed the assignment, return to the job page so that you may complete your time sheet and receive payment for the assignment. Complete the bottom portion of the assignment shown below:

COMPLETE THIS ACCOMMODATION

Note: After the exam accommodation has been performed, the accommodation must be completed. To complete the accommodation, fill in the times below for the time you actually picked up the exam, and the time you actually dropped it off. In most cases, this will be the same times as the Exam Pick-Up Time and Exam Drop-Off time above, but in some extreme cases a proctor may have to work later than the drop-off time, or come in earlier than the pick up time. You must complete the accommodation in order to be paid for your time.

Actual Proctor Start Time: `12:00 PM` 🕐

Actual Proctor End Time: `3:15 PM` 🕐

☐ I certify that the times selected above for actual proctor start time and actual proctor end time are accurate.

Complete Exam Accommodation

Back

If you were required to begin work earlier than the pickup time for the exam or complete work later than the drop off time for the exam, please indicate your adjusted start and end times in the boxes provided. Check the box certifying that the information you are providing is correct and click the button marked **Complete Exam Accommodation**.

Your payment will be processed in timely manner and you will receive a check for the assignment at your home department or via direct deposit depending on what you set up when you were hired.

If you have any further questions on how to use the DSP System, please contact Raven Cooper at raven.cooper@sa.ucsb.edu or 805.893.6077.