



Grossmont College Accessibility Resource Center

A.R.C Virtual Test Proctoring Protocols

Faculty Guidelines

Testing Center Team

Test Proctor: Janet Shipstead

Clerical Assistant Intermediate: Theresa Apodaca

Email: Grossmont.arc.testing@gcccd.edu

During COVID-19/Virtual Campus, the A.R.C. Testing Center is only able to provide “extra time” on exams for students who have been approved for a testing accommodation.

For Exams and Quizzes administered via Canvas

The A.R.C. Testing Center will email you the testing accommodation form.

The testing accommodation form indicates the extended time amount the student has been approved for by the Accessibility Resource Center.

The extended time will be adjusted by Instructor for exams/quizzes

For Exams and Quizzes administered via Zoom

The A.R.C. Testing Center will email you the testing accommodation form.

The testing accommodation form indicates the extended time amount the student has been approved for by the Accessibility Resource Center.

The extended time will be proctored by the A.R.C. Testing Center.

Please note: A.R.C. students have the right to take their exams with the class without extended time.

A.R.C. students who choose to utilize their testing accommodations need to contact the A.R.C. Testing Center a minimum of seven days prior to exam/quiz date via email or phone (619) 644-7120.

Once the appointment is scheduled, the A.R.C Testing Center will contact the instructor for proctoring instructions.