

DSPS TESTING ACCOMMODATION GUIDELINES

Students must:

- 1) personally deliver their testing accommodation authorizations to their instructors at the start of the semester or at least one week before a scheduled exam. DSPS recommends that students meet with their instructors during office hours to present accommodation authorizations.
- 2) make an appointment to take an exam in DSPS at least one week in advance. Testing appointments are subject to space limitations.
- 3) remind their instructors to send exams to DSPS one class session before they are scheduled to be taken.
- 4) arrive on time for testing appointments. Failure to do so may result in not being able to take the test in DSPS.
- 5) check-in and check-out with a DSPS staff member.
- 5) make appointments that allow for enough time to complete an exam with extended time considering DSPS hours of operation and all other scheduled responsibilities.
- 6) take exams the same day and time as the class does and complete the exam in one sitting. Exceptions to this must be approved by the class instructor and DSPS.
- 7) indicate if they will be using Kurzweil for reading exams or require a scribe when they make their testing appointments. These accommodations must be authorized by a DSPS instructor.
- 8) keep their cell phones and other electronic devices not required for test-taking stored outside the testing room with their personal belongings.
- 9) have all materials taken into the testing room approved by a DSPS staff member.
- 10) take care of personal needs prior to starting exams (bathroom, using cell phone, etc.). Students may not leave the DSPS Center at any time during testing without staff approval.
- 11) follow all SCC Academic Honesty Guidelines while test-taking in DSPS. No talking or communication between students is allowed in the testing room. Students suspected of cheating will be subject to disciplinary action.
- 12) ask a DSPS staff member to print out word processed essays or test responses.
- 13) tell a DSPS staff member immediately if they encounter any problems related to taking a test in DSPS.