

**DISABLED STUDENT PROGRAM SERVICES (DSPS)
ACCOMMODATED TESTING**

STUDENT POLICIES AND PROCEDURES AGREEMENT

1. BEFORE SCHEDULING AN ACCOMMODATED TEST WITH DSPS YOU MUST

- Be currently enrolled in classes at Saddleback College.
- Be current with DSPS and approved for accommodated testing services.
- Have completed an Accommodated Testing Orientation.

2. AT THE BEGINNING OF THE SEMESTER

- Complete an Instructor Notification Request Form.
- Sign an Accommodated Testing Student Policies and Procedures Agreement.
- Pick-up your Instructor Notification Letters 7 days after request is submitted and distribute to your instructor.
 - Make sure to obtain an Instructor's signature. The Instructor keeps the original and the student keeps the yellow copy.
 - Discuss accommodations with instructor.

3. SCHEDULE YOUR EXAMS AT LEAST 7 DAYS IN ADVANCE OR IF YOU KNOW ALL OF YOUR TESTING DATES, YOU MAY SCHEDULE ALL TESTS FOR THE SEMESTER

- Make an appointment with your instructors. (or)
- Schedule your exams within the DSPS Testing Office.
 - In Person: DSPS Testing Center, library 305
 - By Phone: 582-4424 – 10 day notice required
 - By Email: smejia@saddleback.edu – 10 day notice required

4. DELIVER TESTING ENVELOPE(S) TO YOUR INSTRUCTOR AT LEAST 7 DAYS IN ADVANCE

(Nursing students are required to schedule all exams at the beginning of the semester)

- Give the envelope to the instructor who will then make arrangements to deliver the test to DSPS Testing Office.
- Make sure to obtain the **ENVELOPE DROP-OFF RECEIPT** with Instructor's signature located on the bottom of the test-proctoring envelope.

5. DAY OF TEST

- Take your exam at the DSPS Testing Center.
 - Location: Library 303-308 (Use the inside stairs to the third floor.)
 - Phone: (949) 582-4424
- Check in with the Proctor at least (10) minutes before scheduled time to allow for a room placement and leave books and class notes in a locked cabinet.
- Make certain you have all the materials you will need, including scantrons, pens and pencils.
- Hand carrying a test is not allowed unless you get a security envelope from DSPS.

6. DURING TEST

- Comply with all instructions and standards of behavior as set forth by the college code of conduct, the instructor, and/or DSPS staff. (You will be monitored by a DSPS Proctor)
- Once you begin the exam, you will not be allowed to leave an exam unless for medical reasons at which time you will remain under supervision. Exceptions to this can only be made if we have written permission from the instructor or if it part of your accommodations.
- Children, family, and/or friends are not permitted with you during testing.
- No Cell phones or personal belongings are allowed in the testing rooms.

7. UPON COMPLETION OF TEST

- Give completed test to DSPS Proctor.
- The DSPS Proctor will return your test to the instructor or division office.
- Report any issues or concerns related to this process to the DSPS Specialist.
- You may not under any circumstances deliver the test to your instructor.

8. TERMS OF STUDENT RESPONSIBILITY

- Should you neglect to make an appointment for testing with DSPS, In Person within the required 7 days notice, by email, by phone within the required 10 days notice and/or fail to deliver a test-proctoring envelope to your instructor, you may be required to take the test with the class.
- Any deviation from this procedure may result in the loss of your accommodated testing privileges. If you do not show up for a test at the scheduled time or fail to cancel a test reservation, you will receive a “no show”. **Two “no shows” in a semester will result in loss of proctoring services from DSPS for the remainder of the semester.** You maintain the option of negotiating testing accommodations with your instructor and making an appointment with the DSPS Coordinator regarding reinstatement of your services.
- *Any evidence of cheating will result in the loss of your accommodated testing privileges.*
- **Cancel testing appointments in advance by phone or email.**
Phone: (949) 582-4424
Email: smejia@saddleback.edu
- It is your responsibility to be on time for your scheduled appointment. If you’re late, you will lose that amount of time from your scheduled test time.
- If you miss your appointment, your test will be returned to the instructor the same day. It will be your responsibility to discuss any further test taking options with that instructor.

9. YOU WILL BE NOTIFIED IN WRITING IF YOUR ACCOMMODATED TESTING PRIVILEGES ARE DISCONTINUED. YOU HAVE THE RIGHT TO APPEAL THIS DECISION.

I acknowledge having read, and I understand the above information. I agree to abide by the rules stated herein. This agreement shall remain in force until revoked in writing.

Student Name (PRINT)

Student I.D. #

Student Signature

Date