

DISABLED STUDENT PROGRAMS & 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 EACH SEMESTER

- Complete an Instructor Notification Request Form.
- Sign a Student Policies and Procedures Agreement.
- Pick-up your Instructor Notification Letters 7 days after the 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

- With your instructors, (or)
- Within The DSPS Testing Center
 - In Person: Library 305
 - Must schedule and deliver a testing envelope to your instructor 7 days prior to scheduled test date.
 - If you know all your exam dates and times, you may schedule and deliver all your exams at once.
 - Your instructor will then make arrangements to deliver the test to the DSPS Testing Center.
 - Make sure to obtain the ENVELOPE DROP-OFF RECEIPT with instructor's signature located on the bottom of the test-proctoring envelope.
 - By Phone: (949) 582-4424
 - Must schedule 2 weeks prior to your scheduled test date and a DSPS representative will deliver a testing envelope to your instructor's mailbox for you.
 - By Email: smejia@saddleback.edu
 - Must schedule 2 weeks prior to your scheduled test date and a DSPS representative will deliver a testing envelope to your instructor's mailbox for you.

5. DAY OF EXAM

- All exams are proctored at the DSPS Testing Center.
 - Location: Library 303 (Use the inside library 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.
- If you are late, you will lose that amount of time from your scheduled test time.

- Make certain you have all the materials you will need, including scantrons, pens and pencils.
- No cell phones or personal belongings are allowed in the testing rooms. Items will be placed in a locked cabinet.
- Pets, children, family, and/or friends are not permitted with you during testing.
- Hand-carrying a test is not allowed unless you get a security envelope from DSPS.
- 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 be made only if we have written permission from the instructor or if it is part of your accommodations.
- 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.)

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 Sylvia Mejia. (949) 582-4238
- You may not under any circumstances deliver the completed test to your instructor.

8. TERMS OF STUDENT RESPONSIBILITY

- If you neglect to make an appointment for testing with DSPS, either in person within the required 7 days' notice; or by email/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.
- It is your responsibility to be on time for your scheduled appointment. If you are 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.
- *Any evidence of cheating will result in the loss of your accommodated testing privileges.*
- 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 your 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 may maintain the option of negotiating testing accommodations with your instructor and/or make an appointment with the DSPS Coordinator regarding reinstatement of your services.

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 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