



DSPS ACCOMMODATED TESTING CENTER (ATC)

STUDENT POLICIES AND PROCEDURES AGREEMENT

1. BEFORE SCHEDULING AN ACCOMMODATED TEST YOU MUST:

- Be currently enrolled in classes at Saddleback College.
- Be current with DSPS and approved for accommodated testing services.

2. AT THE BEGINNING OF EACH SEMESTER

- Students are encouraged to take tests with their professors, if at all possible. If you and your instructor agree that you should take your test with the ATC, you must **first** clear these arrangements with your professor, and **then** contact the ATC to request test proctoring services.
- Complete an Instructor Notification Request Form.
- Discuss accommodations with instructor and have your instructor sign Instructor Notification form.
- If your accommodations include use of a scribe, reader or computer, please notify us when you schedule your testing appointment.
- Sign a Student Policies and Procedure Agreement.

3. HOW TO SCHEDULE YOUR EXAMS

If an arrangement cannot be worked out between the student and the professor, students will need to schedule their tests with the ATC **at least 7 days** in advance.

All scheduling of tests are done in-person:

- ✓ Bring the Instructor Notification form. (Signed by your instructor)
- ✓ Schedule exams and deliver 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 testing envelopes at once)*
- ✓ Once you give your instructor a testing envelope, your instructor will then make arrangements to deliver the test to the DSPS ATC.
- ✓ Remind your Instructor, 1 week prior to exam.
- ✓ Make sure to obtain the ENVELOPE DROP-OFF RECEIPT with your instructor's signature located on the bottom of the test-proctoring envelope for your records.
- ✓ **NOTE: ALL FINALS MUST BE SCHEDULED 2 WEEKS IN ADVANCE**

4. DAY OF EXAM

All exams are proctored at the DSPS Accommodated Testing Center.

- Location: Village 28-1
- Phone: (949) 582-4424
- Hours:

Monday	8:00 AM – 4:30 PM
Tuesday:	8:00 AM – 4:30 PM
Wednesday:	7:00 AM – 4:30 PM
Thursday:	8:00 AM – 4:30 PM
Friday:	8:00 AM – 12:00 NOON

- ✓ Must have an I.D. to take all tests.
- ✓ Check in 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, pencils, and calculators.
- ✓ No cell phones or personal belongings are allowed during testing. Items will be placed in a locked cabinet.
- ✓ Pets, children, family, and/or friends are not permitted with you during testing.
- ✓ 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 instruction 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)

5. UPON COMPLETION OF TEST

- Give completed test to DSPS Proctor.
- The DSPS Proctor will return your test to the instructor or divisions office.
- Report any issues or concerns related to this process to the DSPS ATC at (949) 582-4424.

6. TERMS OF STUDENT RESPONSIBILITY

- If you neglect to make an appointment for testing, in person within the required 7 days' notice; or by the required 2 week 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. It will be your responsibility to discuss any further test-taking options with that instructor.
- Any evidence of cheating may 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 be recorded as a "no show." Two No-shows in a semester may 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.

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

8. 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