



# DSPS

## Accommodated Testing for Students with Disabilities

TO INSTRUCTOR: \_\_\_\_\_

DATE: \_\_\_\_\_ COURSE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

This student has been authorized for academic adjustments/accommodations for examinations, tests, and quizzes in order to accurately assess his/her knowledge and skills. The Special Services Department (DSPS) provides test proctoring services on a limited basis as well as other support services to assist students with disabilities to reach their educational goals.

**Accommodated testing must be provided if a student has a verified disability for which it is appropriate.** You, as the instructor, must make testing accommodation arrangements within your own division or utilize Special Services as designated below. The DSPS Accommodated Testing Center provides testing assistance during specified hours each semester. Testing accommodation days are **Mondays – Fridays** with times listed below. By state and federal law, this student is entitled to accommodations specified by Special Services faculty.

### Accommodated Testing Center

Location: Village 28-1

Phone Number: (949) 582-4424

Monday, Tuesday, Thursday	8:00 am to 4:30 pm
Wednesday	7:00 am to 4:30 pm
Friday	8:00 am to 12:00 Noon

It is the student’s responsibility to contact the DSPS Accommodated Testing Center to reserve a room and, if appropriate, a reader/scribe at least **one week prior to the test**. If you plan to have **“surprise” quizzes**, please contact the DSPS Accommodated Testing Center at least one week in advance in order to be prepared for the student’s “surprise” arrival at the time of the quiz.

### Prior to all exams:

- Student will bring you a “test proctoring” envelope.
- **Please fully complete the “Instructor” section before returning the envelope to the Accommodated Testing Center.**
- **At least three (3) days prior** to student’s exam appointment, you, or a designated representative (**not a student**), may email the exam to [scatc@saddleback.edu](mailto:scatc@saddleback.edu), or hand carry the envelope (sealed, with the test inside) to the Accommodated Testing Center. After-hours deliveries can be deposited outside in our drop box.

Upon completion (per your instructions), the exam will be delivered to your department mailbox in a sealed envelope; or emailed to you by DSPS staff; or you will pick up the exam from the Accommodated Testing Center during our operating hours.

We encourage you to discuss this procedure and any other special needs directly with the student in a confidential location. Our disability specialists and counselors are available to answer any questions you might have. Please feel free to call the DSPS office at (949) 582-4885. We appreciate your cooperation in assisting students to succeed!

**Faculty Initials** \_\_\_\_\_ (Please give yellow copy to the student and keep the original)