



DSPS can meet with departments, divisions, or faculty to provide up-to-date information about DSPS services in addition to the following:

- Relay best practices for providing accommodations students with disabilities in classes and clarify any concerns about requested accommodations.
- Provide information on ways to identify effective note takers.
- Provide alternate strategies and practices to work effectively with the visually impaired, hearing impaired, and students with learning disabilities.
- Help identify students who can be referred to a prescreening appointment with our Learning Disability Specialist.
- Receive feedback on how you are working with students with disabilities.

A faculty member may contact DSPS at any time with questions or concerns. To schedule a session with the Coordinator or any DSPS professional, please contact the DSPS office.

## Note-taking Services

- DSPS provides a semester stipend per class to a classroom notetaker who completes the DSPS Note-taker Agreement.
- A DSPS student must provide instructor with a current DSPS Confidential Accommodation Memo, indicating they are eligible for notetaking services.
- A classroom notetaker provides consistent and accurate notes for one or more eligible students in a class. Note taking paper is available.

## Test Proctoring

- Visit the Test Proctoring website: <https://www.crc.losrios.edu/services/testproctoring/faculty>
- Exams requiring conversion into an alternate format (i.e. large print, braille, etc.) must be submitted at least a week in advance.
- Please contact DSPS with any questions about test proctoring.

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