



# Test Accommodation Guidelines

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To schedule an appointment with DSP&S Test Proctoring Center (BS 104)

- Online at [www.crc.losrios.edu/services/testproctoring/students](http://www.crc.losrios.edu/services/testproctoring/students) (preferred method)
- Call 916-691-7528
- **NO DROP IN TESTING**

## **STUDENT'S RESPONSIBILITIES**

1. **Give your Confidential Memo to your instructor as soon as you can.** Failure to do so may result in not receiving your test accommodations. Take the initiative to communicate with your instructor and resolve any concerns before the test. **At least 48-hour notice should be provided to the instructor, no exceptions.**
2. **Schedule your test appointment at DSPS far in advance of the class test date (1 week is preferred).** Remind your instructor you are taking the test so he/she can submit the test.
3. **Schedule your appointment with DSPS for the same day the class takes the test,** unless the instructor approves a different day. If class meets on Saturday or in the evening speak with the instructor about an appropriate day and time to schedule the test with DSPS. Test accommodations provide you with extra time to take the test, not additional time to study. **Notify your instructor of the scheduled date.**
4. **Alternate Media must be requested when you schedule your test.** This includes tests in braille, large print, or e-text format. Failure to do this means your test may not be in the appropriate format when you come to your test appointment.
5. **Reader or Scribe must be requested when you schedule your test. Scheduling must be done week in advance, no exceptions.**
6. **Arrive on time.** Late arrivals may not be accommodated. Once exam is started, it must be completed. If you miss your appointment, the test will be returned to instructor. You will need to reschedule, if allowed.
7. **Come prepared for your test.** You must provide your own pencil, eraser, scratch paper (if permitted), scantron, bluebook and/or calculator. Please bring only what you need to the appointment. **No cell phones, purses, backpacks, beverages or food in the testing rooms.**
8. Upon completion, give the test to Proctoring staff for delivery to instructor.

## **CHEATING POLICY**

Cheating is considered a serious violation of expected student behavior and may result in disciplinary action. If a student is suspected of or caught cheating, the professor will be notified. The student will be asked to meet with the Proctor Center staff or DSPS Coordinator prior to using accommodations again. Test accommodations may be suspended for cheating.

**The above test accommodation procedures and responsibilities have been discussed with me, and I have received a copy.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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