

Test Accommodation Guidelines

To schedule or view center hours for an on-campus appointment with DSP&S Test Proctoring Center:

- Go online: www.crc.losrios.edu/services/testproctoring/students
- Call 916-691-7528 if you need assistance
- **NO DROP IN TESTING**
- **TEST LOCATION:** College Center (CC), Room 154

STUDENT'S RESPONSIBILITIES

- **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.**
- **Schedule your test appointment in advance for in-person.** Please schedule at least two (2) business days in advance of the class test date (1 week is preferred). There are no drop-in or same day appointments.
 - Schedule for **the same day the class takes** the test, unless the instructor approves a different day. If class meets on a day or time when DSPS Test Proctoring is closed, speak with the instructor about an appropriate day and time to schedule the test with DSPS. **Notify your instructor of the scheduled date.**
- If these accommodations apply to you, schedule the test **at least one (1) week in advance:**
 - **Request Alternate Media formats** which 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 test.
 - **Request Reader or Scribe** for test or quiz.
- **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.
- **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, nor backpacks in the test room or individual testing stations. Neither beverages nor food is allowed** unless you have an approved accommodation.
- 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 meet with the 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 _____

Revised 1/02/21