

To: San Diego City College Faculty  
From: Helen Elias, DSP&S Department Chair  
RE: DSP&S TEST PROCTORING INFORMATION

Students with verified disabilities have the right to receive academic adjustments and auxiliary aides to provide access to college programs. DSP&S offers to facilitate test proctoring for instructors and students. Accommodations appropriate to the student's disability are identified with the counselor/specialist to best demonstrate knowledge of the subject. The student is encouraged to discuss the accommodations with the instructor at the beginning of the semester.

**Please note:** By law, a student with a verified disability is not required to go through DSP&S to be allowed an academic accommodation. Faculty members are encouraged to consult with DSP&S regarding disability verification and academic adjustments and auxiliary aids. Confidentiality regarding the disability is essential.

1. The **Notification To Instructor For Testing Accommodations** form will be sent directly to the instructor by DSP&S at the beginning of the semester (or at least 2 weeks prior to the first class test, based on student's request).
2. Please review the approved accommodations on this form and fill out test conditions and delivery section. **Sign and return the original to Helen Elias' mailbox, DSP&S.** Keep instructor copy.
3. The student schedules **each** test with the DSP&S, which will be proctored in the DSP&S office. **The instructor will be sent a "TEST REQUEST" (Pink) form. – indicate on the form in the spaces provided what the student may use for that test (i.e. textbook, notes, dictionary) and send the form with the test to the DSP&S prior to the scheduled test date.**
4. **Please deliver tests to Helen Elias' mailbox or deliver it in person to A-115, in a sealed envelope AT LEAST ONE DAY IN ADVANCE of scheduled test date. Please attach "TEST REQUEST" form to test.**
5. Completed tests will be returned in a sealed envelope or folder. The tests will be returned via school mailbox unless the instructor picks up test at DSP&S.
6. Proctoring will be in accordance with accommodations identified on the Notification To Instructor For Testing Accommodations form by a proctor supervised by DSP&S
7. Students should notify DSP&S at least one week prior to each test date to schedule proctoring. Tests will be proctored according to instructor request. However, due to budget, personnel and time constraints, an alternate time may be assigned.
8. Students are expected to complete exams in ONE session.
9. If a student fails to keep a scheduled proctoring appointment, it is the student's responsibility to reschedule makeup exams with the instructor for further direction.

Accommodations May Include:

Space for wheelchair, Sign language interpreter, Quiet room without distractions, Extended time – 1 ½ - 2 times, Reader, Scribe, Large print test, calculator and/or Franklin speller.