

Disability and Educational Support Program Test Accommodations Agreement

The Disability and Educational Support Program (DESP) has established the following test agreement to better accommodate students and to satisfy instructor test requirements. If you have any questions or concerns about the testing procedures, please see or call the Program Specialist in DESP (741-2453) before your first test with accommodations.

Scheduling Test Accommodations

Instructors list test dates on their course syllabus and/or announce tests usually a week in advance. Test accommodations must be scheduled with the DESP Program Specialist a **minimum of five workdays ahead of the test day.**

If your instructor changes the date of your exam, it is your responsibility to notify us and reschedule.

If you are out ill and need to miss an exam, it is important that you call us to cancel your test appointment. It is up to you to arrange a makeup exam with your instructor (if permitted) and then reschedule a test time with us.

Once you schedule a test with DESP, we contact your instructor to have a test delivered to DESP for you. If you forget to schedule assistance with us in advance, plan to take that particular test in class without accommodations, or see if your instructor is willing to accommodate you.

DESP does not hold tests beyond the test appointment time. If you miss a test appointment, for whatever reason, the exam is returned to your instructor that day. It is up to you to see your instructor and, if permitted, schedule a make up exam with DESP. If your instructor changes the test date, be sure to notify DESP and reschedule.

Test Start Times

Students are expected to start tests at the time scheduled. If you are late to your test appointment, for whatever reason, that time is lost to you. If lateness becomes a pattern, it may jeopardize your test accommodation privileges.

Be prepared to start your test. Please do not ask for additional study or review time when you arrive to take your test. Having enough study time is a time management issue, not an accommodation issue.

Student Identification and Test Materials

When you arrive at the testing location have your Student ID or other photo identification with you to show the test assistant. You cannot take a test without presenting your identification.

Be prepared to take your test by having any necessary test materials with you such as a Scantron, blue book, #2 pencil, graph paper, a calculator, etc. If you forget something necessary for your test, and you need to go to your car or to the bookstore before you start the test, this will be test time lost to you.

Student Identification and Test Materials (continued)

When you arrive to take your test, give your blue book and/or Scantron to the lab assistant. The lab assistant will give you a new blue book or Scantron. DESP supplies all scratch paper used for testing.

Let the lab assistant know if you need paper. The **only** materials on your desk should be those provided by your instructor or the Tutorial Center.

Give your book bag, books, notebooks, etc., to the test assistant. Your belongings will be stored in a locked room until you finish your test. Purses can be kept, but stored under the desk until you are ready to turn in your test.

Location

Tests may be administered at the following locations: Tutorial Center, DESP, Library, or Counseling. These locations are subject to change.

Seating

The test assistant will show you where to sit in the test room. For tests that require a calculator, the cover for the calculator must remain with your books. If you would like earplugs, please ask the test assistant for them; they are then yours to keep for future use.

Rest Room

If you need to go to the rest room, please do so before the test starts. Once you have started your test, unless you have an urgent situation or are getting sick, you should not leave the test room until you have turned in your test. If a physical condition or medication requires that you use the rest room frequently, you must provide documentation of this condition prior to your first test. In such a case, we will administer your test in sections.

Cheating

Best advice--don't! Instructors trust DESP to administer tests fairly and honestly. Students who cheat while taking tests with accommodations affect the trust developed between instructors and the DESP staff. Consequently, other students may be affected.

If cheating occurs, we return the test to the instructor with an explanation of the observed behavior. In some cases, we may ask the instructor to come to the Center. The Instructor will determine consequences in accordance with the West Valley College Student Code of Conduct. Please refer to the West Valley College "Student Handbook."

I have read and understand the above responsibilities and agree to abide by the policy and procedures. I understand that test accommodation service can be stopped if I fail to do so.

Student Signature

Date

Phone Number