Disability and Educational Support Program (DESP)  
Test/Quiz Accommodations Agreement

Steps to Request Test Accommodations
• Watch the Accommodations Workshop Presentation.
• Read and sign the Test Accommodations Agreement.
• Bring the signed Agreement with your class schedule to the DESP office.
• Highlight the classes and instructors’ name for the classes for which you are requesting test accommodations.
• Inform your instructor that you are requesting accommodations (The DESP office will also notify your instructors about your approved accommodations).

Scheduling Test Accommodations and Student Responsibilities
• It is your responsibility to schedule test accommodations with the DESP Program Specialist one week (not including weekends) in advance of the test day.
• If you receive short notice for a quiz/test, let the Program Specialist know ASAP. If your instructor changes the date of your test, it is your responsibility to notify us and reschedule.
• DESP does not call to confirm test dates/times with students or instructors.
• Once you schedule a test with DESP, your instructor will deliver your test to DESP.
• Be sure to remind your instructor that you will be taking your test in DESP.
• If you forget to schedule a test with us in advance, plan to take that particular test in class.
• Call DESP to cancel your test appointment if you are ill and cannot take your test. DESP does not hold tests beyond the test appointment time.
• If you miss a test appointment, the test is returned to your instructor that day.
• It is up to you to see your instructor and, if permitted, schedule a make-up test with DESP.

Taking an On-line Class with Tests
• Let your instructor know that you are requesting accommodations through DESP.
• It is especially important to let the Accommodation Specialist know that you are requesting test accommodations for your on-line class even though we typically will not be scheduling quizzes and tests through DESP.
Evening Classes

• Let your instructor know that you are requesting accommodations through DESP.
• The instructor will be responsible for providing your test accommodations.
• Another option is to take the test or quiz during regular DESP hours following all the same procedures as daytime classes listed herein.

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.
• Please do not ask for additional study or review time when you arrive to take your test.

Location

DESP proctored test locations include: DESP Test Center or other designated testing areas on campus.

Cheating

• Best advice—don’t! Instructors trust DESP to administer tests fairly and honestly.
• To ensure the integrity of the testing environment, DESP uses cameras to monitor the testing rooms.
• If cheating occurs, we return the test to the instructor with an explanation of the observed behavior. The instructor will determine consequences in accordance with the West Valley College Student Code of Conduct which can be found in the West Valley College catalog.

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

Student Signature __________________________ Date ____________

Student ID _____________ Phone Number ________________

E-Mail ________________________________________________________