Disability and Educational Support Program
Test Accommodations Agreement

How to Request Test Accommodations
After watching the Accommodations Workshop video, read and sign the Test Accommodations Agreement and drop it off with your schedule at the DESP front desk. The classes for which you are requesting test accommodations should be highlighted and instructors’ names should be included. A group e-mail will be sent to your instructors notifying them of your accommodations within 10 business days of receipt of your schedule; however, you should also inform your instructors that you will be receiving accommodations through DESP. This process is completed every semester you are requesting test accommodations for any class.

Scheduling Test Accommodations
Instructors typically list test dates on their course syllabus and/or announce tests a week in advance. 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 for you. Be sure to remind your instructor that you will be taking your test in DESP.

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.

If you are out ill and need to miss a test, it is important that you call DESP to cancel your test appointment. DESP does not hold tests beyond the test appointment time. If you miss a test appointment, for whatever reason, 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.

On-line Tests
If you are enrolled in an on-line class, it is helpful to tell your instructor that you are working with DESP. Instructors need to make adjustments in the on-line course management system to extend test time, so it is especially important to let the Program Specialist know that you are requesting test accommodations for your on-line class even though we will not be scheduling quizzes and tests through DESP.

Evening Classes
If you are enrolled in an evening class, it is helpful to tell your instructor that you are working with DESP. Your instructor may wish that you take quizzes, tests, midterm and final with him/her. If so, s/he will be responsible for providing your accommodations. Another option is that you 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.

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 pencils, 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.

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

Let the test proctor know if you need paper. The only materials on your desk should be those allowed by your instructor or provided by the test proctor. Your belongings will be stored in a locked room or locker until you finish your test.

Location
DESP proctored test locations include: DESP Test Center or Tutorial Center located in the Library, or other designated testing areas on campus.

Seating
The test proctor 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 proctor 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. 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. In some cases, we may ask the instructor to come to DESP. 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 available in DESP or online at http://www.westvalley.edu/documents/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 ___________________________