Disability Support Programs and Services (DSP&S)

Test Accommodation Guidelines

TEST PROCTORING LOCATIONS*

☐  Student Services Proctor Center (Test location: P-76) Drop in testing is not allowed.
   To Schedule: (916) 691-7528 or crctpc@crc.losrios.edu

☐  DSP&S Adaptive Test Room (Test location: P-48) Drop in testing is not allowed.
   To Schedule: (916) 691-7275

* The test location will be determined by the DSP&S office; testing hours are subject to change (refer to website).

STUDENT’S RESPONSIBILITIES

1. Student must refer to Confidential Memo for the specific test proctoring location.
2. Student must take the initiative to communicate with instructor regarding exams, and resolve any test concerns with instructor before the exam occurs.
3. Schedule your exam no later than 2 days in advance of the class test date. Work with instructor to assure exam is delivered to specified test location by reminding instructor you will take the test with accommodations so he/she can submit exam in timely manner.
4. Student should schedule to take the exam on the same day as the class, unless instructor approves a different day. Test accommodations are intended to provide students extra time to take the test, not additional time to study.
5. If class meets on Saturday or evenings, student should speak with instructor about an appropriate day and time to schedule the test.
6. Request Exam in Alternate Format: You must request this accommodation at the time you schedule the test. This includes exams in braille, large print, or e-text format. Failure to do this will mean your exam may not be in the appropriate format when you come to your test appointment.
7. Request for Reader or Scribe: You must request this accommodation at the time you schedule the test. There will be no exceptions. Failure to do this will mean you may not have the service available during the test appointment.
8. If you miss your appointment, the test will be returned to instructor. You will need to reschedule if allowed.
9. You must arrive on time for your scheduled test. Late arrivals may not be accommodated. Once exam is started, it must be completed.
10. Come prepared for your test. You must provide your own pencil, eraser, scantron, bluebook and/or calculator.
11. Unapproved materials such as purses, backpacks, cell phones, beverages or food, are not allowed at your desk during the test. Please bring only what you need to the exam appointment.
12. Upon completion, give the test to Proctoring staff and it will be delivered to instructor.
13. You will be held responsible for adhering to test center guidelines at your assigned test location.

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 be asked to meet with the Proctor Center staff or 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 ____________

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COSUMNES RIVER COLLEGE
Disability Support Programs & Services
8401 Center Parkway, P48 - Sacramento, CA 95823
(916) 691-7275
www.crc.losrios.edu
crc-dsp@crc.losrios.edu