

PLEASE COMPLETE AND RETURN 5-7 DAYS BEFORE A TEST!!

Please note:

There is a **MINIMUM OF 5** days notice required for students needing to use Kurzweil during testing.

**Cañada College
DSP&S Program
Bldg. 5-2007
(650) 306-3259 Fax (650) 306-3185
Test Accommodation Form**

Date of Test: _____ **Time:** _____

NAME: _____

SEMESTER: _____ **SIGNATURE:** _____

CLASS: _____ **INSTRUCTOR:** _____

This student is working with the Cañada College DSP&S Program and therefore qualifies for reasonable test taking accommodations. The following conditions for the test are recommended for this student because of a functional limitation:

- Time and a half (1.5x) or double time 2(x)
- Kurzweil software use for exams
- Computer usage including spellchecker

Classroom Instructor Please fill in the following:

The student and I have agreed that the test will be taken in the following location:

- Disability Resource Center (Bldg. 5-207)
- Learning Center (Bldg. 9-2nd floor)
- I agree to provide accommodation

1. Physical Arrangements:

- I will deliver to DSP&S or put in the mailbox in the Admin. Bldg.
- The student will deliver it to the above location
- I will email the test to: vasquezal@smccd.edu
- I will make other arrangements.

2. Return of test:

- I will pick up the test myself
- The student will deliver the test to me in sealed and signed envelope.

Special Instructions:

Please fill out the attached proctoring instructions form.

Classroom Instructor's Signature _____

Extension: _____ **Office:** _____

Testing Accommodation Services

*To establish testing accommodation services, sign up in Bldg. 5 — 207, at least **5 to 7 days** prior to the test. **No tests allowed after test dates given** by instructor.*

1. Testing accommodations will not be provided until a student's eligibility for such services has been verified. Testing accommodation will be provided to students only in courses where their educational limitations indicate that they are necessary.
2. Testing accommodations will occur during the scheduled test time when other students are taking the exam, unless agreed upon in advance by the instructor.
3. Instructors will be notified if cheating, unauthorized use of notes, books, calculators or other improper behaviors are observed during the examination. Infractions will be referred to the Vice President of Student Services for due process as defined by the Cañada College catalogue.

Student Signature _____

Cañada College

Learning Center / DSP&S

Instructions for proctoring exams in the Learning Center / DSP&S

This form should be completed by the instructor before exam is given
so that we can administer the test in the most appropriate way.

Learning Center / DSP&S staff will:

check student's ID

keep student's backpack during exam

time the exam (specify time) _____

collect scratch paper after test

let students keep completed exams

YES	NO

Staff initials _____
time began _____
time finished _____

Student may use:

calculator

notes (specify number of pages) _____

book (specify title) _____

dictionary

blue book (check that sheets are blank)

YES	NO

8 1/2 by 11 both sides

Student may not:

use any hand held devices (cell phone, PDA, etc.)

take a bathroom break for longer than 5 minutes

After exam instructor will:

pick up exam (specify date) _____

Other instructions: _____

Instructor's name: _____

Course number: _____