

Cañada College

DRC  Disability Resource Center

Student must complete and return this form to the DRC **7 DAYS BEFORE A TEST!**

Student Name: _____ Semester: _____

Class: _____ Instructor: _____

Classroom Instructor Please Complete the Following:

* Professor must deliver the exam to the DRC office **3 days** before the test date.*

Date of Test: _____ Time of Classroom Test : _____ In Class Test Length: _____

Flexible Start Time Same Day No Yes

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

- Disability Resource Center (5-303) or Alternate Media Center (5-207)
- Learning Center (9-215)
- I agree to provide the testing accommodations to the student
- Other: _____

1. **Test Delivery - (3 days in advance)**

- I will deliver the test to the DRC
- The student will deliver the test to the DRC (**Can be delivered day-of for non Kurzweil exams**)
- I will email the test to canadadrc@smccd.edu
- I will make other arrangements.

2. **Test Return**

- I will pick up the test myself
- The student will deliver the test back to me.
- Please return the test by inter-campus mail.
- Please scan and email the test back to me.

Special Instructions – Student may use:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Scan Tron |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Open Book |
| <input type="checkbox"/> Notes - Return to Professor <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Blue Book |
| Other: _____ | |

Classroom Instructor's Signature _____

Please email canadadrc@smccd.edu your cell phone or preferred method of contact

DRC Staff Please Complete the Following:

- | | |
|--|---|
| <input type="checkbox"/> Extra Time: <input type="checkbox"/> (1.5x), <input type="checkbox"/> (2x) or <input type="checkbox"/> other: _____ | <input type="checkbox"/> Kurzweil |
| <input type="checkbox"/> Distraction-reduced environment | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Computer usage including spellchecker | <input type="checkbox"/> Large Print, Font Size _____ |
| <input type="checkbox"/> Other _____ | |

Test Accommodation Form

Cañada College Disability Resource Center (DRC)
Bldg. 5 Room 303 * Phone (650) 306-3259 * Fax (650) 306-3185
Email: canadadrc@smccd.edu

*To establish testing accommodation services, sign up in Bldg. 5 Rm 303, 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. Exams will be stopped and 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 _____