

**DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)**  
**STUDENT POLICIES FOR TEST ACCOMMODATIONS**  
**PHONE: (619) 660-4577**

1. Students are responsible for returning the signed *Exam Accommodation Form* within five (5) business days. Tests cannot be scheduled until the form is signed and returned to the Test Proctor. \_\_\_\_\_ (initials).
2. Exams must be scheduled five (5) business days in advance. Final exams must be scheduled 10 business days in advance. Tests are scheduled at the same time the class is taking the test unless otherwise noted on the Exam Accommodation form and approved by the instructor. \_\_\_\_\_ (initials)
3. Students must check in at the HTC front desk before seeing the Test Proctor and should arrive approximately 10 minutes before the scheduled exam time. This time can be used to prepare for the exam. It is the students' responsibility to keep track of their preparation time and start the exam on time. \_\_\_\_\_ (initials)
4. You must be on time for your test appointment. If you are 15 minutes late, we may not be able to accommodate you. If three (3) appointments are missed without notifying the Test Proctor, you will need to meet with the DSPS Coordinator to re-establish services. \_\_\_\_\_ (initials)
5. If you are unable to come for a test appointment, please call to reschedule or cancel in advance. You must have your instructor's approval before you reschedule. \_\_\_\_\_(initials)
6. **NO CELL PHONES OR ELECTRONIC EQUIPMENT OF ANY KIND ARE ALLOWED IN THE TEST ROOM.** Cell phone use is NOT allowed at any time during your test or when you take a break. Backpacks, bags, purses, etc. are not allowed in the testing room. Water is allowed in a closed container. \_\_\_\_\_(initials)
7. Once you begin the test, you are not allowed to leave and then return to complete the exam, except for special accommodations authorized by a counsellor. Ask the Test Proctor's permission if you want to take a break. You cannot use your cellphone or talk to other students or staff when taking a break. Excessive breaks may have an effect on your ability to complete the exam on time. \_\_\_\_\_ (initials)
8. The Test Proctor will administer your test according to instructor guidelines, as indicated on the test accommodation form and/or the test itself. NO EXCEPTIONS will be made. \_\_\_\_\_ (initials)
9. If any evidence of cheating is observed, the exam will be stopped, picked up, and the instructor will be notified. \_\_\_\_\_ (initials)

I, \_\_\_\_\_ (PRINT NAME), have read, understand, and agree to follow the above procedures for test accommodations through DSPS and have received a copy of this agreement.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Student ID#)

\_\_\_\_\_  
(Date)