

TEST PROCTORING AGREEMENT _____ semester

Mesa DSPS Department, rm. H202, 619.388.2780(v) or 619.388.2974(tty)

ACCOMMODATION REQUIREMENTS FOR (print)_____

CSID # _____ Phone/email: _____

Before exams can be proctored through the DSPS Office (H-202) do the following:

1. Discuss your test accommodations with your counselor each semester.
2. Show the instructor this form (copies available in DSPS office).
3. Assist your instructor to complete a Test Proctoring Request form for each test.
4. Take completed Test Proctoring Request form to DSPS Office and schedule your test appointment.
5. Remind the instructor a few days before the test that you will be using DSPS proctoring.

EXTENDED TIME:

- | | |
|--|--|
| <input type="checkbox"/> Extended time | <input type="checkbox"/> Tape Recorder with Headphones |
| <input type="checkbox"/> Quiet environment with limited distractions | <input type="checkbox"/> Spelling Dictionary, Franklin Speller |
| <input type="checkbox"/> Enlarged print test | <input type="checkbox"/> Reader, occasional words only |
| <input type="checkbox"/> Calculator | |

SPECIALIZED SERVICES: (5 days advanced notice required)

- | | |
|--|--|
| <input type="checkbox"/> Alt. Media: Large print, Braille, etext | <input type="checkbox"/> Scribe |
| <input type="checkbox"/> Reader | <input type="checkbox"/> Sign Language Interpreter |
| <input type="checkbox"/> Closed Circuit TV | <input type="checkbox"/> Audio taping |
| <input type="checkbox"/> Video Taping | <input type="checkbox"/> Computer |

Other: _____

Student Agreement:

I have viewed and agree to abide by DSPS proctoring policies and procedures as stated in the Student Handbook Test Proctoring Procedures and on this agreement. NOTE: Services may be suspended if your Test Proctoring Request forms are incomplete or missing. Services may be suspended for missing two (2) proctoring appointments without sufficient notification. You will be notified of suspended services. To be considered for the reinstatement of services, you must meet with your DSPS counselor. Check handbook for details, www.sdccd.edu/dsps

Student signature Date

Counselor Specialist Signature:

Christine Althaus Jill Jansen Julie Pludow Lindsay Bailey Other: _____