

Re: TEST-TAKING ACCOMMODATIONS FOR DSPS STUDENTS

Dear Professors:

According to Federal Law, many students who have disabilities are eligible to take their tests with extended time or with other accommodations. Because many Mesa College professors do not have offices or assistants to meet test proctoring needs, DSPS has made arrangements to assist professors by providing proctoring services for DSPS-registered students. You can find information about our process at www.sdmesa.edu/dsps This introduction letter is provided to give you basic information about your student's request to access the test proctoring service at Mesa College.

To confirm eligibility for test proctoring accommodations, the professor is encouraged to request that the students show you the Test Proctoring Agreement form completed by the DSPS counselor. Please keep in mind that the information you view is confidential. Please contact the DSPS counselor if you have any questions about the accommodation. It may be appropriate for the professor to personally provide test proctoring when the professor and student can agree upon the proctoring arrangements.

The student will:

- Discuss test accommodations with DSPS counselor each semester.
- Show the instructor the DSPS Test Proctoring Agreement form.
- Assist the instructor to complete a Test Proctoring Request form for each test.
- Give instructor the pink copy of Test Proctoring Request form.
- Take completed Test Proctoring Request form to DSPS Office and schedule test appointment.
- Remind the instructor a few days before the test of the Test Proctoring appointment.

The instructor's assistance is needed to:

- At least one day before the test-taking window of time, attach the pink copy of the Test Proctoring Request form to the test and place in a sealed envelope, label "Attention: Proctor"
- Bring envelope to H202 DSPS Office or H201 mail slot, OR DSPS Proctor mailbox in K202, G248, B106 (as you specified on the Test Proctoring Request form), OR e-mail to dspsproctor@sdccd.edu
- Pick up test as you indicated on the Test Proctoring Request form.

The DSPS Department will:

- Determine reasonable accommodation(s) for the student.
- Receive test and pink copy of Test Proctoring Request form from Instructor and maintain confidentiality.
- Uphold DSPS test proctoring regulations www.sdccd.edu/dsps, this includes services during regular office hours or specialized services with reasonable notification (5 days).
- Document use of service, notify instructor of incident(s) as necessary.
- Return test to Instructor as specified on Test Proctoring Request form or e-mail instructions.

Sincerely,
DSPS Department