



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 at least five (5) days before the test taking window.
- Remind the instructor a few days before the test of the Test Proctoring appointment.

The instructor's assistance is needed to:

- Email the test to dspsproctor@sdccd.edu at least one day before the test-taking window.
Tests can also be dropped off in the DSPS Office (I3-101) and must include the pink copy of the Test Proctoring Request form.
- Receive the completed 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 (for hand delivered tests) from Instructor.
- Maintain confidentiality of test.
- Uphold DSPS test proctoring regulations sdmesa.edu/dsps/proctoring.
- 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
619-388-2780, FAX 619-388-2460