

**TEST PROCTORING AGREEMENT** \_\_\_\_\_ **academic year**

Mesa DSPS Department, Room I3-101, 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 (I3-101) 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.

**Requests must be made 5 working days in advance of the test or two weeks prior to a final exam**

**EXTENDED TIME:**

- |   |   |
|---|---|
| _____ Extended time                               | _____ Tape Recorder with Headphones         |
| _____ Quiet environment with limited distractions | _____ Spelling Dictionary, Franklin Speller |
| _____ Enlarged print test                         | _____ Reader, occasional words only         |
| _____ Calculator                                  |   |

**SPECIALIZED SERVICES** (please provide a syllabus for classes):

- |  |                                    |
|--|------------------------------------|
| _____ Alt. Media: Large print, Braille, e-text | _____ Scribe                       |
| _____ Reader (One on One)                      | _____ Sign Language Interpreter    |
| _____ Closed Circuit TV                        | _____ Audio taping (Recorded Test) |
| _____ Video Taping                             | _____ 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](http://www.sdccd.edu/dsps)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Specialist Signature

**White:** Student

**Yellow:** Proctor

**Pink:** DSPS Counselor