



ACCESSIBILITY SERVICES TESTING FORM

The Center for Student Success will proctor exams for DCTC students with a documented disability.

- Instructor Name: _____
- Course Name: _____
- Student Name: _____
- Special Instructions: _____
- Today's Date: _____
- Test Completed by Date/Time: _____
 - Minutes allotted for in-class completion: _____

Instructors:

- It is the responsibility of the instructor to drop off and pick up the designated quiz/test.
- If the test has not been delivered to the Center for Student Success, the student will be asked to return to the classroom.

DCTC Accessibility Services Testing Policy

- Students must have an active file with the Accessibility Office with testing accommodations in place.
- Requests for testing accommodations must be made at least 72 hours (3 days) in advance of test.
- Students will notify the instructor of their intent to test in the Center for Student Success.
- Students will only be allowed the test and a pencil in the room, unless stated in writing from the instructor.
- All phones, books, bags, notes, jackets, etc. will be placed in lockers (and locked) behind the Center for Student Success front desk.
- All tests will be proctored by Center for Student Success staff.
- Staff will not read tests to students. Students that are to utilize readers will have their tests already available on USB.
- No make-up exams will be proctored in the Center for Student Success unless the test was missed for a disability related reason.