



A member of Minnesota State

The Testing Center 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 Testing Center, 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 Testing Center.
- Students will only be allowed to bring their test and a pencil in the testing room, unless stated in writing from the instructor.
- All phones, books, bags, notes, jackets, etc. will be placed in lockers (and locked) behind the Testing Center front desk.
- All tests will be proctored by the Testing Center Coordinator.
- Staff will not read tests to students. Students will have their tests already available on USB and will utilize NVDA screen reader.