

OFFICE FOR STUDENTS WITH DISABILITIES
TEST ACCOMMODATION REQUEST FORM

____ Student Contract Signed

722-6300 x6360 (Voice/Relay)

Location: T100, in parking lot, just east of Business Education Building

OSD Exam Proctoring Hours

Monday – Thursday 7:30 a.m. – 6:00 p.m.

Friday 7:30 a.m. – 11:30 a.m.

Date Form Requested: _____	To: _____
_____	(INSTRUCTOR'S NAME & COURSE ID)
(STUDENT NAME)	OSD Staff Signature: _____

The student named above is eligible for the following test/quiz accommodations in your class:

_____ Time Extension (_____)	_____ Reader
_____ Scribe	_____ Distraction Reduced Area
_____ Other _____	_____ Private Room

We realize that it may not be convenient for you to supervise the student under those stated conditions. Therefore, we will be glad to provide a proctor and/or room in which the student can complete the test/quiz.

If you would like OSD to proctor the exam, please complete and return this request form, with the exam materials, to our office or mailbox before the exam.

*****Video Surveillance Will Occur During Testing*****

≡Δ≡ SPECIAL INSTRUCTIONS SECTION ≡Δ≡

≡Δ≡ INSTRUCTOR, PLEASE FILL OUT THE FOLLOWING SECTION ≡Δ≡

DATE & TIME OF EXAM: _____ & _____

☐ STUDENT **CANNOT** TAKE EXAM BEFORE THIS DATE: _____

DATE & TIME STUDENT MUST COMPLETE THE EXAM BY: _____ & _____

(If the student does not take the exam by this date/time, we will return the incomplete exam to you.)

STANDARD LENGTH OF TIME ALLOTTED IN THE CLASSROOM FOR EXAM: _____ Hrs. _____ Mins.

HOW WOULD YOU LIKE US TO RETURN THE EXAM TO YOU?

_____ OSD to return the exam to your campus mailbox

_____ You will pick up the exam from the OSD Office

_____ Other (Please specify): _____

INSTRUCTIONS: (Check all that apply)

_____ Blue book

_____ Notes allowed

_____ Scratch paper

_____ Calculator

_____ Open book

_____ Other _____

_____ Dictionary/spellchecker

_____ Scantron

Special instructions or comments: _____

Instructor's Signature: _____

Thank you for your assistance; please feel free to contact the OSD Staff if you have any questions.

Dr. Louis Lucero, Director Tamira Palmetto DeSpain, Disability Services Specialist Debra Lose, Education Advisor
John Wanko, Disability Services Specialist Linda Rose, Secretary Maricela Ruvalcaba, LD Testing Technician

Office for Students with Disabilities
Test Proctoring Contract

In order for students to receive OSD test proctoring services they must agree to, and comply with, the following:

- Students caught cheating, using a cell phone, or violating their instructor's testing protocols when taking an exam are in violation of the Academic Honesty Policy and will be reported to the Vice President of Student Services for disciplinary action.
 - Test Proctoring rooms are monitored and recorded on digital cameras.
 - Leaving the test area during an exam is not permitted.
 - Food and drink are not allowed in the Test Proctoring Center, except for water.
-
- Pick up a Test Accommodation form at least 7 days prior to an upcoming exam to give you and your instructor enough time to work out testing details. A request that is less than 7 days may result in an instructor not being able to accommodate your needs.
 - Reserve your place (date and time) in the Test Proctoring Center prior to your exam.

I have read and understand and agree to abide by this OSD Test Proctoring Contract.

Print Name

Signature

Date

Palmdale Center Test Proctoring Guidelines

- Provide OSD Program Eligibility Verification form to Palmdale staff at the Learning Center/Student Services prior to your exam. (note: this is only done once)
- Give Test Accommodation Request form to your instructor at least 7 days prior to your upcoming exam.
- Your instructor will drop off their exam and the Test Accommodation Request form to Palmdale staff at the Learning Center/Student Services.
- Meet with Palmdale staff at the Learning Center/Student Services to schedule when to take your exam after discussion with your instructor.

Keina Young, Clerical III (661) 722-6400, 6991
E-mail: kyoung27@avc.edu

Sharon Dalmage, Director, Palmdale Center (661) 722-6400, ext. 6527
E-mail: sdalmage@avc.edu

Palmdale Center (661) 722-6400