

**San Bernardino Valley College**  
**Disabled Student Programs and Services**

**Procedures for Testing Accommodations**

**Who Qualifies?** SBVC students whose disabilities prevent them from taking examinations in the classroom setting may request testing accommodations. Testing accommodation services must be recommended by a DSPS counselor or learning disability specialist, and must be directly related to the student's disability-related educational limitations.

**DSP&S Test Facilitation Services**

Testing accommodations include but are not limited to: extra time to finish the exam, a distraction-free environment, a reader and/or scribe, and use of a specific piece of equipment that is not available in the classroom.

Please Note: that "Extra Time" is only granted if it is determined to be appropriate by the DSPS professional staff. It is also to be used only for in-class, timed exams. Extra time is not automatically granted for long-term projects such as take-home exams and papers.

**How to Request Accommodations for Testing:**

Requests for testing accommodations can be made by completing the Testing Accommodations Request (TAR) form at least five (5) days before the exam is scheduled. Forms are available online at [www.valleycollege.edu/dsps](http://www.valleycollege.edu/dsps) or at the DSPS office. Please do not call in your testing request. One form must be completed for each exam the student plans to take. The student will complete left portion (Student) of the form and sign it, and then give this form to the instructor, who will complete the right portion (Instructor) of the form and sign it. The student **must** then return the form to DSPS.

**The Student's Responsibility:**

- Schedule classes to allow for extra time to complete course exams, if that is a recommended accommodation.
- Identify him/herself to the professor by presenting a copy of the Recommendation for Academic Support and Accommodations (RASA) form.
- Remind the professor to make a copy of the exam available to DSPS.
- Schedule exams on the dates indicated in the syllabus and at the time the class normally meets, except for evening and Saturday classes. If the student wishes to take an exam at an alternate day or time, the professor must first approve this before the exam is administered. (DSPS may reschedule an exam if the exam was not received from the professor or if there is inadequate testing space or staff support at the regularly scheduled time.)
- Provide all appropriate supplies, such as Blue Books, Scantron forms, paper, and writing utensils.

**When It's Test Time:**

- If the student is late for the exam, the time missed will be deducted from the time allocated.
- If you are (1) hour late to an exam, the exam will be returned to the professor. The test will be held and administered at a later time or date **only** if the professor contacts our office to give his/her permission to do so. DSPS may reschedule an exam if the exam was not received from the professor or if there is inadequate testing space or staff support at the regularly scheduled time.
- Leave books, backpacks, purses, notebooks, fanny packs, and other personal belongings in another area before being escorted to the testing site. This applies to everyone. An exception will be made if the exam is pre-designated "Open Book" or "Open Notes" by the professor.
- Begin the exam on time. Students may not study during exam time.

**During the Test:**

- Students may not converse with one another if in a group testing room.
- Testing room doors must remain unlocked.
- Students taking an exam may not leave the room for any reason unless given permission by a DSPS *staff* member. Students should take bathroom breaks before the exam begins.
- A student may not take separate parts of the exam at different times unless prior permission is obtained from the instructor.
- Food or drinks are not permitted in the testing area unless medically recommended. Verification of this need must be supplied to the DSPS office.
- A DSPS staff member will monitor test-takers. The proctor may examine the papers on your desk and will enter the room periodically.
- If a student is allowed to have a disability-related break during an exam, he/she may not leave the testing area.

**Academic Dishonesty:**

A student who is found cheating will be reported to the professor. That student will then have his/her testing services suspended and will not be reinstated until a conference between the student, a DSPS staff member and in some cases, the professor is held.

Examples of cheating include:

- Copying from another student's test or assignment
- Allowing another student to copy from your test or assignment
- Using the textbook, course handouts, notes, or taped information during a test without instructor permission
- Stealing, buying, or obtaining all or part of a test before it is administered
- Selling or giving away all or part of a test before it is administered
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity

**Test Security:**

- Your DSPS tutor may not administer your test.
- A DSPS staff member who is currently enrolled in the same course may not administer your test.
- You may not pick up and drop off an exam unless you have the instructor's permission.

For more information about testing accommodations contact:

Muriel Armstead, Student Services Technician II  
Disabled Student Programs & Services  
Academic Services and Accommodations  
909/384-8669  
marmstea@valleycollege.edu