

TESTING ACCOMMODATIONS REQUEST (TAR) FORM

**Disabled Students Programs & Services (DSPS)
San Bernardino Valley College
Administrative/Student Services Building Room 105**

**Muriel Armstead, Student Services Technician II
Academic Services and Accommodations
909/384-8669**

STUDENT

Complete information and give to instructor.

Form must be returned completed to DSPS at least five (5) days in advance of date of regular exams, quizzes, and final exams. An incomplete or late form may delay this accommodation.

Name _____ Today's date _____

Student's SBVC ID _____

Instructor's Name _____

Course Title (e.g., Eng. 90) _____

Date class takes exam _____ Time _____

STUDENTS: Please **check** all approved accommodations.

_____ Extra testing time – 1.5x 2x

_____ Reduced distraction room

_____ Write directly on test form (not Scantron)

_____ Enlarged print

_____ Scribe

_____ Test read to student

_____ Computer adaptations _____

_____ Test in Braille (Instructor will provide exam on disk one week or hardcopy two weeks prior to test date)

_____ Sign language interpretation of test instructions only

_____ Closed circuit television (CCTV)

_____ Other (specify) _____

INSTRUCTOR

Complete information and give to student.

Form must be returned completed to DSPS at least five (5) days in advance of date of regular exams, quizzes, and final exams. An incomplete or late form may delay this accommodation.

Length of classroom exam _____

Date class takes exam _____ Time _____

_____ DSPS can schedule test at a different day/time.

Test must be taken by _____

_____ DSPS cannot schedule the test at a different day/time.

INSTRUCTORS: Please **check** all relevant areas below.

Test materials allowed:

_____ Blue Book _____ Scantron _____ Open Notes

_____ Open Book _____

(Name of Text)

_____ Scratch Paper _____ Dictionary

_____ Calculator Type: Basic Scientific Graphing _____

Other: _____

(Specify, e.g. slide projector, etc.)

TEST DELIVERY TO DSPS

NOTE: Pick up service is not available.

_____ Instructor will **FAX** exam to **(909)381-2444** (a secure FAX).

_____ The student will deliver test in sealed envelope on or before day of exam.

_____ Instructor will deliver to DSPS Office.

_____ Instructor will email exam to **dspstest@valleycollege.edu**

TEST RETURNED TO INSTRUCTOR

NOTE: Delivery service is not available.

_____ Student will return in sealed envelope.

_____ Instructor will pick up from DSPS. (Date: _____)

_____ Other _____

Please review the DSPS test taking rules on the back of this form. By signing this form, you acknowledge that you agree to and understand the DSPS test-taking rules.

Student's Signature _____

Phone # _____

E-mail _____

Please review with the student their Recommendations for Academic Support and Accommodations Form (RASA) for the current semester to verify the student's accommodations.

Instructor's Signature _____

Email _____

Office # _____ Phone # _____

DSP&S Use Only

_____ Test Requested From Instructor

_____ Test Received

_____ Time Student Began

_____ Time Student Ended

_____ Test Returned to Instructor

_____ Test Taken

Scribe/Reader Name: _____

_____ Test Returned by Student

_____ RASA Confirmed

Test Proctored By: _____

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. 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.

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

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