San Bernardino Valley College | Student Accessibility Services (SAS)

SAS Test Proctoring Accommodations Policy and Procedures

1. Requesting Testing Accommodations

If you are eligible for, and want to request testing accommodations, then please follow the procedures at:
https://www.valleycollege.edu/student-services/specialized-counseling-services/student-accessibility-services/services/testing-accommodations.php

2. Scheduling Your Test Proctoring Appointment

You are responsible for scheduling your test proctoring appointment at a time that will allow you to utilize the full amount of your allotted time and finish in one session. If you schedule your appointment at a time of day that prevents you from using all of your allotted time, then you acknowledge that you forfeit the unused portion of your allotted time.

3. Required Materials

You are responsible for providing your own materials (pencil and/or pen, scantron, Green Book, etc.).

4. Approved Materials

You may only access materials that are approved in the “Testing Accommodations” section of your RAAAAS form or authorized by your instructor (e.g., Scantron, scratch paper, notes, calculators). You must show any instructor-approved materials to the SAS proctor before you begin your test.

For every test proctored by SAS, all instructor-provided materials as well as scratch paper (instructor- or SAS-provided) will be returned to your instructor. Students are not allowed to take or discard any instructor-provided materials or scratch paper.

No food or drinks are allowed while you are taking your quiz/test, unless they are an approved accommodation.

5. Personal Arrangements and Items

If you need to arrange childcare, transportation for your child, work schedules, or similar responsibilities on the day of your test, then please take care of these arrangements before your test begins.

Before you start your test, you must store all personal items including cell phones (please turn off or mute), smartwatches, backpacks, purses, notebooks, etc., in the secure area provided by SAS. You will not have access to these items until you have completed your test.

6. Phone Use During Testing

You may not make or receive phone calls during your test except in emergencies. Make sure your family has the SAS main phone number (909-384-4443) in case they need to contact you. If an emergency call is received, then SAS staff will notify you.

7. Late Arrival

If you arrive late for your appointment, then the time that has elapsed from the original start time will be deducted from your allotted time. Your time will not be extended to make up for the amount of time that you are late. If 50% or more of your allotted time has elapsed before you arrive for your appointment (e.g., 30 or more minutes late for an hour-long test), then your test will be returned to your instructor.

8. Rescheduling Missed Tests/Retroactive Accommodations

If you need to reschedule a test for any reason (e.g., missing your original test appointment, having a scheduling conflict with another class, etc.), then you must contact your instructor directly to request approval. SAS can reschedule your test only after we receive approval from your instructor. Please note that SAS cannot provide retroactive accommodations.

9. Breaks During Testing

You must obtain permission from the SAS proctor prior to leaving the testing room for a break.

During breaks, you may not access any electronics (e.g., Smartphone, Apple Watch, text, email, etc.), written material, or communicate with anyone in-person.

If breaks ARE part of your approved accommodations, then your testing time will be paused while you are away from the room. You are allowed up to two breaks per hour, with each break lasting a maximum of 10 minutes.

If breaks are NOT part of your approved accommodations, then your time will continue while you are away from the room.

10. Academic Integrity

Students are responsible for adhering to the Standards of Student Conduct (BP 5500; AP 5500: see links below). This includes refraining from all forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty, as well as any disruption to the educational process as defined in the Standards of Student Conduct.

Any student alleged to have violated the Standards of Student Conduct will be referred to the Student Conduct Office as defined in the Student Discipline Procedures.

If you are found in violation of the Standards of Student Conduct, your proctoring accommodations may be temporarily suspended.

11. Suspension of Accommodations and Appeal

If your test proctoring accommodations are suspended, then you have the right to appeal to have them reinstated. Additionally, you have the right to file a formal complaint regarding any allegations of failure to comply with the laws, regulations, and procedures regarding testing accommodations. To initiate an appeal, please contact the SAS Director to schedule an appointment. Every effort will be made to resolve issues informally to the satisfaction of all parties involved. However, if the matter cannot be resolved informally and you want to pursue it formally, then you may do so through the existing SBVC Student Complaint Process. https://cm.maxient.com/reportingform.php?SanBernardinoCCD&layout_id=11

Contact Information

If you have any questions or concerns regarding the SAS Test Proctoring Accommodations Policy and Procedures, then please contact Marty Milligan, SAS Director by email at mmilliga@valleycollege.edu or by phone at 909-384-8949.

Note

The word “test” in this document also refers to a timed “quiz,” “mid-term,” “exam,” “final exam,” and “in-class assignment.”

BP 5500: https://sbccd.edu/about-sbccd/board-of-trustees/policies-and-procedures/view.php?lt=OZbrT3r7iwPAjaMvXqYhJW&next=%2Fpolicy%2F6437864%2Flatest%2F

AP 5500: https://sbccd.edu/about-sbccd/board-of-trustees/policies-and-procedures/view.php?lt=OZbrT3r7iwPAjaMvXqYhJW&next=%2Fpolicy%2F6437857%2Flatest%2F