

**Cañada College
DSP&S Program
Bldg. 5 – 207
(650) 306-3259 Fax (650) 306-3185
Test Accommodation Form**

Date of Test: _____ **Time:** _____

NAME: _____		
ADVISOR: _____	SIGNATURE: _____	
CLASS: _____	INSTRUCTOR: _____	SEMESTER: _____

The following student is working with the Cañada College DSP&S Program and therefore qualifies for reasonable test taking accommodations.

The following conditions for the test are recommended for this student because of a functional limitation:

- Time and a half (1.5x)
- Test read aloud to the student
- Computer usage including spellchecker
- Typed by someone else
- Distraction-free environment
- Other _____

Classroom Instructor Please fill in the following:

The student and I have agreed that the test will be taken in the following location:

- Disability Resource Center (5-207)
- Learning Center (5-105)
- I agree to provide accommodation
- Other _____

1. Physical Arrangements:

- I will deliver to DSP&S or put in the mailbox in the Admin. Bldg.
- The student will deliver it to the above location
- I will email the test to blokr@smccd.net
- I will make other arrangements.

2. Return of test:

- I will pick up the test myself
- The student will deliver the test to me.
- By inter-campus mail
- Other: _____

Special Instructions – Student may use:

Please circle all that apply: Dictionary Calculator Book Notes Other _____

Classroom Instructor's Signature _____

Extension: _____ **Office:** _____

Testing Accommodation Services

*To establish testing accommodation services, sign up in Bldg. 5 – 207, at least **5 to 7 days** prior to the test. **No tests allowed after test dates given by instructor.***

1. Testing accommodations will not be provided until a student's eligibility for such services has been verified. Testing accommodation will be provided to students only in courses where their educational limitations indicate that they are necessary.
2. Testing accommodations will occur during the scheduled test time when other students are taking the exam, unless agreed upon in advance by the instructor.
3. Instructors will be notified if cheating, unauthorized use of notes, books, calculators or other improper behaviors are observed during the examination. Infractions will be referred to the Vice President of Student Services for due process as defined by the Cañada College catalogue.

**Student
Signature** _____