

LONG BEACH CITY COLLEGE
DISABLED STUDENTS PROGRAMS AND SERVICES
TESTING POLICIES AND PROCEDURES

The procedures for all students using testing accommodations through Disabled Students Programs and Services (DSPS) are as follows:

SCHEDULING: Each time you have an exam proctored through the DSPS testing center, you must come into or call our office (LAC/A1134 or PCC/GG107) in order to fill out a ***REQUEST FOR TESTING ACCOMMODATIONS*** form **at least three days prior to the exam, one week is preferred and required during Finals week**. Students will no longer be allowed to take their exams at the DSPS Office without scheduling an appointment for their exam(s) at least 3 days in advance. *Final exams **must be** scheduled at least one week before the final. **Scheduling requests will not be accepted during the week of finals.***

RESPONSIBILITY: It is your responsibility to make sure the *REQUEST FOR TESTING ACCOMMODATIONS* form is filled out completely. Please fill in all blanks with the appropriate information regarding the exam. You must indicate the test date **and** time you will be taking the exam. Your scheduled appointment should be the same date and time as when your class meets. **DSPS will not accept your form if it is incomplete.**

ACCOMMODATIONS: Please make sure you indicate on the TEST REQUEST form any accommodations you are requesting for the exam. Remember, the accommodations must be disability-related and approved by a DSPS counselor. **Only accommodations that have been approved by a counselor will be provided during the exam.**

EXTRA TIME: Time and a half is generally what is provided for students who receive extended time on their exams. In some cases double time is allowed. **A counselor's approval must be obtained before any extra time can be provided.**

APPROPRIATE BEHAVIOR: You may not ask test proctors for help figuring out answers to exam questions. In addition, you may not leave during the exam to attend class or take breaks of any kind, etc. **All exams must be started and completed in the same session.** It is your responsibility to schedule the exam during designated testing hours which do not interfere with other activities, such as class. Please remember that you must adhere to LBCC's policy on Academic Honesty (link: <http://www.lbcc.edu/Policies/documents/4018reg.pdf>). Violations will be sent to the office of student discipline.

RESCHEDULING: Once you have signed up to take an exam in our office, you may reschedule that test **ONLY** if the instructor has given **written permission to DSPS** to do so. It is your responsibility to communicate with your instructor for approval to reschedule the exam with our office.

TARDINESS AND NO SHOWS: **The amount of time you are late will be taken off the amount of time you have to complete the exam.** The test proctor will wait no more than 20 minutes from the scheduled start time. After 20 minutes you will be marked as a "no show" and your test will be returned immediately to the instructor. If you have three "no shows" during the semester, you must attend a mandatory meeting with a DSPS counselor to determine if your testing privileges will be suspended for that semester.

**Special circumstances will be reviewed on a case by case basis.

QUESTIONS: If you have any questions regarding any of the above policies and procedures, please make an appointment to see a DSPS counselor. Thank you for your cooperation!

Signature: _____ **ID#:** _____ **Date:** _____

Print Name: _____ **Semester:** _____ **Year:** _____