

Testing Accommodations Procedures

Disability Services Program (DSP) – Merritt College

1. Meet with your Disability Services Program (DSP) Counselor to document your disability and verify your need for testing accommodations.
2. Get your Services & Accommodations Form from your DSP counselor to give to your instructor. Meet and discuss your needs in private.

At least three (3) school days in advance of an upcoming test meet with Nyagia Anding (436-2429) or Reagan Pruitt R-109 (436-2519) to:

- a) Make an appointment for test proctoring.
- b) Get the testing envelope and the attached Exam Proctoring Request/Routing Form
- c) Take it to your instructor.
- d) See your class syllabus to schedule the entire semester of testing.

3. **Stay with instructors** while they complete their “check off” portion of the Exam Proctoring Request/Routing Form. Discuss when you will take the test, for example - if you have a class immediately following, as you may not have the extra time you need.

4. The instructor will use this envelope to either deliver the test to Disability Services in R-109 **or** email it to: Nyagia Anding at nanding@peralta.edu **and** cc it to **both**: Reagan Pruitt at rpruitt@peralta.edu **and** Mary Ciddio at mciddio@peralta.edu

Rules: **Bring all your testing supplies! We do not provide supplies.**

Tardiness: 15 minutes late must reschedule with instructor

Rescheduling: Must redo Exam Proctoring Form with instructor

No Show: Exam will be returned to the instructor

Cheating: Exam will be stopped and instructor notified

ANY use of cell phone will be considered cheating

All your belongings (including phones) will be placed in a locker during the test

Kurzweil and Dragon users are **only** allowed use of school computers. These school computers must be set up in advance with your profile.

Unless allowed by instructor and written on the form, you may NOT use:

Notes, Books, Calculators, Backpacks or Purses or Cell Phones (even if you forgot your allowed calculator).