TESTING ACCOMMODATION REQUEST (TAR) FORM

Test Proctoring Hours: Mondays: 8:30 AM – 4:00 PM, Tuesdays & Thursdays: 8:30 AM – 11:55 AM,
Wednesdays & Fridays: Closed

DEADLINES

Classroom exams/quizzes must be scheduled **7 DAYS IN ADVANCE**.
Final exams must be scheduled by **TUESDAY, APRIL 30, 2024.**

TO BE COMPLETED BY STUDENT:

Student's Name: _____   CCSF ID: _____

Contact Phone: _____   Email: _____

Instructor's Name: _____   Course: _____

* I authorize DSPS staff members to discuss issues related to the accommodation(s) requested with my instructor.
* I have read the provided test guidelines (on the back of this form) and acknowledge my understanding of them.

Student's Signature: _____   Date: _____

TO BE COMPLETED BY INSTRUCTOR:

Instructor's Name: _____   Email/Phone: _____

Exam Date: _____   Exam Time: _____   Length of Classroom Exam: _____

Scheduling Options: *(Please see test proctoring hours above.)*

☐ Same Date/Time: Student MUST schedule the exam at the same Day/Time as the classroom exam.
☐ Same Date: Student may take exam any time on the same day as the classroom exam.
☐ Different Date/Time: Student may take exam on a different date: _____ and time _____.
(To be worked out between instructor and student)

Materials allowed for the exam:
(All approved notes and scratch paper will be returned with the exam, OR ☐ Opt-out, do not return item with exam.)

_____

_____

_____

Delivery of Exam: *(If the exam is not received at the time of the exam, the exam may need to be rescheduled.)*
☐ Instructor will hand deliver exam. *(Mission Center, Room 161)*
☐ Instructor will email exam to dspstest@ccsf.edu *(For online exams, please extend the time and provide password, if required.)*
☐ Student will deliver exam in a sealed envelope *(Security envelopes can be picked up at DSPS.)*

Return of Exam:
☐ Instructor will pick up the exam. *(Mission Center, Room 161)*
☐ Student will return exam in a DSPS security envelope to room #: _____ .
☐ DSPS will scan and email the exam (within 2 working days) to the following email: _____ .

** **Please sign only if you have verified the student's Classroom and Test Accommodation Form (CATAV):***

Instructor's Signature: _____   Date: _____

DSPS USE ONLY

Date of Exam: _____   **Time:** _____   **Location:** _____   **Length of exam:** _____

Accommodations requested by student (based on CATAV):   ☐ 1.5x   ☐ 2x   ☐ Enlarged Print – Size: _____

☐ Write directly on test form (not scantron)   ☐ Scribe/Reader   ☐ Computer Adaptations: _____

Comments/Other approved accommodation: _____

_____

Accommodations Verified *(Date and Initial)*: _____   **Exam Received** *(Date and Initial)*: _____

DSPS Test Taking Rules

SCHEDULING EXAMS WITH DSPS:
- <u>Student's responsibility</u>: It is the student's responsibility, not the instructor's, to make sure completed TAR forms are submitted by the appropriate deadlines. Please see the top of the TAR form for deadlines.
- <u>Rescheduling</u>: You are responsible for contacting DSPS and your instructor if you are unable to take your exam on the scheduled day and time for any reason. It is up to you to ask the instructor whether they will allow a make-up exam. If your instructor approves, a new TAR Form must be submitted. You may then reschedule a new testing time with the DSPS office. Please be aware that we must base the scheduling on availability at the DSPS office.
- <u>Medical concerns</u>: Any needs related to medical concerns should be discussed with the testing desk prior to the scheduled exam date.
- <u>Authorized breaks</u>: If an authorized break is one of your approved accommodations, or is pre-approved by your instructor, you must pre-schedule this with the testing desk before the exam. Pre-scheduled breaks are not counted as part of your testing time. Instructors will be notified of the split exam. Other circumstances and options will be considered on a case-by-case basis.
- <u>Late TAR forms</u>: Students with late TAR forms will be required to speak to a counselor prior to scheduling an exam.

TAKING AN EXAM WITH DSPS:
Students are required to adhere to the following protocols while taking exams at DSPS:
1. Students must have a confirmed appointment before coming on campus to take any tests.
2. <u>Appropriate photo identification</u> will be required before starting the exam.
3. Face masks and social distancing will be enforced while at the DSPS office.
4. Please arrive at least five (5) minutes before the scheduled test time.
   a. If you are late, that time will be counted as part of your test time -- just as it would for a student late for class on a test day.
5. <u>Using the restrooms:</u> Please use the restroom prior to your arrival at the test-taking site.
   a. If you must use the restroom during your exam, your instructor will be notified.
   b. Time spent going to the restroom, getting water, etc. will be counted as part of your testing time.
6. <u>Approved accommodation tools</u>: Accommodation tools will be allowed only when specifically approved in writing by your DSPS counselor.
7. <u>Authorized testing materials:</u> Only testing materials authorized in writing by the instructor prior to the test will be allowed (e.g., class notes, calculators, textbooks for open book exams, etc.)
8. <u>Unauthorized materials, activities, and communication</u>: All unauthorized items must be stored in a locker provided by DSPS. If items do not fit in the locker, they must be stored elsewhere.
   a. Copying, saving, or sharing test materials, communication with any other person(s), electronic equipment, and audio devices are strictly prohibited during the exam.
   b. Eating, drinking (other than water in a covered container), smoking, or electronics will NOT be allowed during the test.
   c. Cell phones MUST be turned off and stored in the locker.
   d. No children will be allowed in the testing area.
9. <u>Earplugs and noise-canceling headphones</u>: DSPS will provide upon request.
10. <u>Scratch paper:</u> Please use only the scratch paper provided/approved by the DSPS testing proctor. If other types of papers are required, you may discuss this with the proctor. All scratch paper will be collected along with the exam and returned to the instructor.
11. <u>Service animals:</u> Only DSPS verified service animals are permitted in the testing area.
12. <u>Cheating is forbidden:</u> If observed cheating, you will not be allowed to complete the test. All testing and unauthorized materials will be confiscated and given to your instructor. Your instructor will be notified immediately, and DSPS will also note this in your file. Your instructor may also choose to report the incident to the Office of Student Development, as a violation of the Rules of Student Conduct, as published in the new college catalog.
13. The Student Code of Conduct found in the CCSF catalog will be enforced.