***DSP&S Test Proctoring Procedures Student Conduct & Policies***

The left side of the “*Testing Accommodations Request*” form (items 1-3) must be completed by a DSPS Proctor and the student.

**ALL exams and finals must be scheduled** **5 days in advance (work days).**

Tests must be taken on the same day that the class is scheduled to take the exam. (Only rare exceptions will be made due to scheduling conflicts.)

Tests must be completed during a single testing session.

Arrive on or before the scheduled test time. If you are late, that time will be counted as part of your test time - - just as it would for a non-disabled student arriving late for class on test day. If you miss your scheduled exam time, we will return the exam to your instructor. It is then up to you to see if the instructor will allow a make up exam. If your instructor approves a make up exam, you will need to complete a new ***Testing Accommodations Request*** form. You may then reschedule a new testing time with us.

Only test materials authorized by the instructor in writing prior to the test will be allowed (class notes, dictionaries, calculators, textbooks, etc.).

Accommodation tools such as spell checkers, etc. will be allowed only when specifically approved in writing by your DSP&S Counselor or LD Specialist.

Please refrain from using perfumes/scents as some students have chemical sensitivities

Use the restroom **prior** to your arrival at the test taking site. If you must use the restroom during your exam, your instructor may be notified.

Eating, drinking (other than water), smoking or phone calls will not be allowed during the test. However, special arrangements may be made for final exams that last more than three (3) hours long.

Cell phones are not allowed in the testing area.

Cheating is forbidden and will be reported to your instructor. Any irregularities during the testing session (e.g. - use of notes or textbook without instructor’s approval) will be noted and reported to instructor. Testing accommodations will be suspended for the student for the semester (in the case of final exams, the following semester). In addition, the student may face other sanctions as determined by the instructor and as outlined in the Hartnell College Student Code of Conduct.

No children will be allowed in the testing area.