



## **ALTERNATIVE TESTING POLICY AND PROCEDURES**

After consulting with a DRC counselor and it is determined you could benefit from testing accommodations, you will need to adhere to the following:

1. Discuss your needs for testing accommodations with your instructor.
2. Schedule test accommodations with Terri Danner DRC test Facilitator, in building 1600 Suite 1615 **seven (7) days or more in advance of each test date**. *Requests for finals **MUST** be to your instructors, at least two weeks in advance of the test date.*
3. All "Alternative Testing Request" forms (green sheet) must be filled out by the Test Facilitator. The student will be responsible for delivering the form to the instructor unless special circumstances require electronic submission.
4. On the day of the test, students should arrive 5 minutes early in order for the testing to begin on time. **Student should be prepared to start your test at the scheduled time.** If you are unable to take your test at the appointed day and time, **you must notify your Instructor and Terri Danner in advance.** You may reach Terri Danner at (925)424-1523 or [tdanner@laspositascollege.edu](mailto:tdanner@laspositascollege.edu).
5. If you arrive late for the test it may hinder your chances of taking the test at the DRC.
6. Test reschedules are limited to one per test for the following criteria:
  - 1) Instructor date change
  - 2) Medical reason
  - 3) Emergencies clearly defined
7. The DRC reserves the right to make a final determination as to whether any requested reschedule is warranted and appropriate.
8. Depending on your Counselor's recommendation you may be allowed 1.5 – 2 times of the regular allotted test time.
9. Bring to the test site only Instructor and DRC Counselor approved items. Instructor approved items can include: a blue book, scantron form, specified calculator, scratch paper, etc. You will only be permitted to bring approved items into the testing room.
10. ALL personal belongings, including but not limited to electronic devices, coats, heavy jackets will not be permitted in the testing room unless cleared by the Test Facilitator.

11. During the test you will NOT be permitted to bring food or beverages, unless medically needed and pre-approved by a DRC staff person.
12. You will not be permitted to leave the testing room and return without approval of a DRC staff person before you leave.
13. Upon completion of the test, give the test, answer sheet and scratch paper to the Test Facilitator or designated DRC staff person.
14. Anyone caught cheating will have their test session terminated immediately.

You are not to discuss anything about the content or nature of the test with anyone else.

**Your failure to adhere to any of these policies and procedures could result in the termination of the test, and/or termination of testing accommodations in the DRC.**

These policies and procedures are established to ensure the integrity of the testing process. Students taking their tests at the DRC are covered under the student code of conduct, anyone who is caught cheating will have their test session terminated. Your instructor will be notified and a referral will be made for potential disciplinary action to the Dean of Student Services.