

**REQUIRED INFORMATION: ACCESS TEST INSTRUCTION FORM
TO BE COMPLETED BY PROFESSOR**

Accessibility Resource Centers for Students (ACCESS Testing Center), Bldg. 9B, Ext. 4288

Student's Name: _____
(Last Name, First Name)

Class: _____

Professor Name: _____
(Last Name, First Name)

Phone Ext: _____

In case we cannot reach you, please provide alternate #

Alt #: _____

Classroom guidelines used to administer the test/quiz

Date to be administered in class: _____
(Date)

Give no later than: _____
(Date)

Time allowed for the class to take the test: _____
(Access Center will add extra time as accommodated)

**Additional items allowed in the classroom for all students
(Please check all that apply)**

☐ Textbook

☐ Computer/Word processor

☐ Other: _____

☐ Notes

☐ Calculator (specify type) _____

☐ Dictionary/Spell
Checker

☐ Scratch paper
(all scratch paper will be collected)

☐ Restroom break
allowed? Yes No

If an additional 5-10 mins is required to finish the
exam, is that okay by you? YES NO

**Please indicate instructions for returning the test
(Check one)**

☐ Professor will pick up

☐ Student may deliver to classroom

☐ Online exam, no delivery needed

☐ Scan/email to Mt SAC email

Deliver to:

☐ Office location _____

☐ Dept. Mailbox _____

Dept. Drop Box: (Select One)

☐ Biology

☐ Math

☐ Chemistry

☐ Psyc/Soc/Phil

☐ Earth Sciences

☐ English

☐ History

Professor's Signature

Date

Access Center Office Use Only

Date given: _____ Test start time: _____ Test end time: _____

Proctor's signature: _____ Printed name: _____

Second Proctor's signature (if needed): _____ Printed name: _____

Test Delivered or picked up by: (initial)

Staff _____

Professor _____

Student _____

Date delivered/picked up _____

Mt. San Antonio College
ACCESSIBILITY RESOURCE CENTERS FOR STUDENTS

Accommodated Testing Procedures to Professors

For Mt. San Antonio College professors' convenience, Accessibility Resource Centers for Students (ACCESS Testing Center) offers an alternative testing location for students with disabilities who require accommodations. We highly encourage professors to give exams under their supervision with accommodations in place. If exams need to be taken at the ACCESS Center, the following conditions apply:

- Students are required to make appointments *at least one week (7 days) in advance*. Students can make appointments by phone (909-274-4288), by email (accesstesting@mtsac.edu) or in person (building 9B, first floor, across from EOPS).
- No homework or other materials can be accepted. Only tests.
- All make-up exams must be completed before finals week.
- A Test Instruction Form is required with every exam. Please complete entirely.
- You may bring your exam to our center, email the exam to accesstesting@mtsac.edu, or drop the exam in an ACCESS Drop Box. If you drop a test in a drop box, please let us know by phone (X4288) or email.
- If your return requirements are time-sensitive, please come to our office and pick up your completed exam(s).
- Please do not use intercampus mail for exams, delivery may be delayed or lost.
- All untaken exams will be shredded when the "no later than date" is 2 weeks old and at the end of each term.

We appreciate your cooperation and if you have any questions or concerns please feel free to call our office at (909) 274-4288 or email us at **accesstesting@mtsac.edu**.