

**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)**

- | | | |
|---|---|---|
| <input type="checkbox"/> Textbook | <input type="checkbox"/> Computer/Word processor | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Calculator (specify type) _____ | _____ |
| <input type="checkbox"/> Dictionary/Spell Checker | <input type="checkbox"/> Scratch paper _____
(all scratch paper will be collected) | _____ |
| <input type="checkbox"/> Restroom break allowed? Yes No | | <u>If an additional 5-10 mins is required to finish the exam, is that okay by you? YES NO</u> |

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Professor will pick up | Deliver to: | <u>Dept. Drop Box: (Select One)</u> |
| <input type="checkbox"/> Student may deliver to classroom | <input type="checkbox"/> Office location _____ | <input type="checkbox"/> Biology <input type="checkbox"/> Math |
| <input type="checkbox"/> Canvas exam, no delivery needed | <input type="checkbox"/> Dept. Mailbox _____ | <input type="checkbox"/> Chemistry <input type="checkbox"/> Psyc/Soc/Phil |
| <input type="checkbox"/> Scan/email to Mt Sac email | | <input type="checkbox"/> Earth Sciences <input type="checkbox"/> English |
| | | <input type="checkbox"/> 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**.