

# TESTING ACCOMMODATIONS REQUEST (TAR) FORM SPRING 2012

<b>Disabled Students Programs &amp; Services (DSPS)</b> City College of San Francisco Rosenberg Library, R323 415-452-5489 (Testing) 415-452-5481 (Counseling)	<b>HOURS</b> Monday & Wednesday 8:00am-4:30pm Tuesday & Thursday 8:00am-7:00pm Friday 8:00am-2:30pm
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<b>DEADLINES!!!!</b>	Regular Exams and Quizzes: 7 Days In Advance	<b>DEADLINES!!!!</b>
<b>DEADLINES!!!!</b>	Finals, Spring 2012: Thursday, May 3, 2012	<b>DEADLINES!!!!</b>

<b>Student</b> completes. Student must return this completed form to DSPS.	<b>Instructor</b> completes. An incomplete form may delay this accommodation.
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Name _____ Today's date _____  Student's CCSF ID _____  Instructor's Name _____ Course Title (e.g. ENGL 90) _____ ----- <b>DSPS Use Only</b> ----- <b>Student Takes Exam</b> _____ <b>Time</b> _____	Length of classroom exam _____  Date class takes exam _____ Time _____  ___ DSPS can schedule test at a different day/time. Test must be taken by _____  ___ DSPS cannot schedule the test at a different day/time.
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STUDENTS: Please <b>INITIAL</b> all approved accommodations.  ___ Extra testing time – <input type="checkbox"/> 1.5x <input type="checkbox"/> 2x for _____ (i.e. Math, writing assignments, etc.)  ___ Reduced distraction room  ___ Write directly on test form (not Scantron)  ___ Enlarged print  ___ Scribe  ___ Test read to student  ___ Computer adaptations _____  ___ Test in Braille (Instructor will provide exam on disk one week or hardcopy two weeks prior to test date)  ___ Sign language interpretation of test instructions only  ___ Closed circuit television (CCTV)  ___ Other (specify) _____	INSTRUCTORS: Please <b>INITIAL</b> all relevant areas below.  Test materials allowed:  ___ Blue Book                      ___ Scantron  ___ Scratch Paper                ___ Dictionary  ___ Calculator Type: <input type="checkbox"/> Basic <input type="checkbox"/> Scientific <input type="checkbox"/> Graphing  ___ Other: _____ (Specify, e.g. slide projector, Open Book (Name of Text), Open Notes, etc.)  <p style="text-align: center;"><b>Test Delivery to DSPS</b></p> NOTE: Pick up service is not available.  ___ Instructor will <b>FAX</b> exam to <b>(415) 452-5409</b> (a secure FAX). ___ The student will deliver test in sealed envelope on or before day of exam. ___ Instructor will deliver to DSPS Office, R323. ___ Instructor will email exam to <b><u>dspstest@ccsf.edu</u></b> (only from CCSF faculty GroupWise account).  <p style="text-align: center;"><b>Test Returned to Instructor</b></p> NOTE: Delivery service is not available.  ___ Student will return in sealed envelope. ___ Instructor will pick up from DSPS.
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<b>Please</b> review the DSPS test taking rules on the back of this form. By signing this form, you acknowledge that you agree to and understand the DSPS test-taking rules.  Student Signature _____ Phone # _____ E-mail _____	<b>Please</b> check the student's Classroom and Test Accommodation Form (CATAV) to verify the student's accommodations.  Instructor Signature _____ Phone # _____ Office # _____ E-Mail _____
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<b>DSP&amp;S Use Only</b>			
___ Accommodations verified.  ___ Equipment reserved.	Room reserved: _____ Date: _____ Initial: _____ Scribe/Reader name: _____	Test Arrived at DSPS: Delivered by: _____ Date: _____ Time: _____ Received by: _____ (Initials)	Test Returned to Instructor by DSPS: By whom? _____ Where: _____ Date: _____ Time: _____

## DSPS Test Taking Rules

- ❑ It is your responsibility, not the instructor's, to make sure completed TAR forms are submitted by the appropriate deadlines.
- ❑ Advanced scheduling is required for **all** exams and quizzes.  
Regular exams and quizzes – **One Week**  
Final exams: **Follow deadline date printed on the other side of this form.**
- ❑ You are responsible to contact DSPS and your instructor if you are unable to take your exam on the scheduled day and time for any reason. *It is then up to you to see if the instructor will allow a make up exam.* If your instructor approves, a new **Testing Accommodation Request Form** must be submitted. You may then reschedule a new testing time with us. Please be aware that we must base the scheduling on room availability at the DSPS office.
- ❑ 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 student late for class on a test day.
- ❑ Cheating is forbidden and **the incident will be noted in your DSPS file**. The test and any cheating materials will be confiscated and given to your instructor. You will **not** be allowed to complete the test. **Your instructor may choose to report the incident to the Office of Student Advocacy Rights & Responsibilities as a violation of the Rules of Student Conduct as published in the new college catalog.**
- ❑ Only test materials authorized by the instructor in writing prior to the test will be allowed (class notes, dictionaries, textbooks for open book exams, etc.). Turn off your cell phone and leave it in your locker.
- ❑ Please take only one sheet of scratch paper into the testing room with you. Please use only the scratch paper provided by the DSPS testing proctor. If more than one piece is require, you may discuss this with the proctor.
- ❑ Accommodation tools such as tape recorders, spell checkers, etc. will be allowed only when specifically approved in writing by your DSPS counselor.
- ❑ Please use the restroom **prior** to your arrival at the test taking site. If you must use the restroom during your exam, your instructor will be notified. Time spent going to the restroom will be counted as part of your testing time
- ❑ If you have a long test and you wish to have a break, you must pre-schedule this with the testing desk so they can divide your test into parts. Pre-scheduled breaks will not be counted as part of your testing time and instructors will not be notified that you took a break.
- ❑ Eating, drinking (other than water in a covered container), smoking or phone calls will not be allowed during the test. However, special arrangements may be made for sessions over three hours long.
- ❑ The Student Code of Conduct found in the CCSF catalog will be enforced.
- ❑ No children will be allowed in the testing area.