

Disabled Students Programs & Services

City College of San Francisco

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Annex
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CLASSROOM and TEST ACCOMMODATIONS VERIFICATION

MEMORANDUM

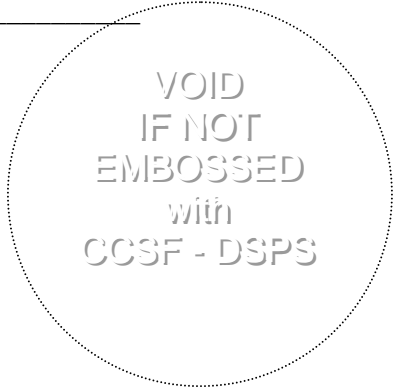
TO: All Faculty _____
Semester _____
DATE: _____

FROM: _____, DSPS Counselor

RE: _____ **CCSF ID#:** _____

The above named student has a verified disability and is eligible for test accommodations. This determination is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The following arrangements are required to reasonably accommodate the student's disability:

- Adaptive table (arranged by DSPS – informational only)
- Adaptive chair (arranged by DSPS – informational only)
- Classroom rest periods
- Closed circuit television (CCTV) (arranged by DSPS – informational only)
- Computer adaptations _____
- Enlarged print
- Extra testing time – time plus one half for _____ (i.e. math, written assignments, etc.)
- Other _____
- Notetaker for classroom
- Reduced distraction room
- Scribe for exams
- Sign language interpretation of test instructions only
- Sign language interpreter for classroom
- Spelling checker
- Tape recorder for classroom
- Test in Braille (Instructor will provide exam on disk or hardcopy two weeks prior to test date.)
- Test read to student
- Write directly on test form (not Scantron)
- Other (specify) _____



These accommodations may be worked out between you and the student. If you and the student choose not to handle the testing yourselves, the DSP&S office can provide a secure test proctoring environment. The student is responsible for discussing test arrangements with you and delivering a completed "Testing Accommodation Request" form to the DSP&S office by the following deadlines:

- **Regular exams & quizzes – One week**
- **Finals – Check the "Testing Accommodation Request" form for deadline date.**

If these deadlines are not met, you can either authorize the rescheduling of the test or provide the accommodations yourself. Please contact me at (415) 452-5481 if you have any questions.

Thank you.

People Helping People...