



Learning Services / DSPS  
College of Siskiyou  
**Test Accommodations**

Every semester testing accommodation services must be authorized and approved by the DSPS Specialist. All accommodations must be directly connected to a student's disability-related educational limitations. Students must follow these procedures when making a request. **Remember this must be done each semester.**

**STEP 1: MEET WITH DSPS SPECIALIST:**

Once accommodations have been approved, students will be given a form listing the specific accommodation(s). Submit a copy of the form to your instructors for signatures verifying they have been informed of the accommodation request.

**STEP 2: RETURN SIGNED LETTER:**

Students must then return the signed accommodation form to the DSPS office. Test Accommodations cannot be used unless the signed form is on file in our office.

**STEP 3: MAKE TEST APPOINTMENT:**

For a specific test, it is the student's responsibility to make an appointment at least three days before the test. YREKA STUDENTS: Schedule your appointment with DSPS Staff in Weed. 938-5297.

NOTE: Test appointments will be made for the same time that the class will be taking the test. Students who anticipate using extra time should not schedule their classes back to back. If a student wishes to take an exam at an alternate day or time, the professor must first approve this before the exam is administered.

**STEP 4: TAKE TEST ENVELOPE TO INSTRUCTOR:**

When students make a test appointment, they will be given a test envelope to give to their instructor. It is the student's responsibility to give the test folder to the instructor that same day so the instructor can put the test in the envelope, seal it, and return it to the DSPS office. If a test has to be scanned, it must be in our office at least 2 days before the test date.

YREKA STUDENTS: Testing arrangements will be coordinated through the Weed Campus, discuss individual arrangements with DSPS staff in Weed 938-5297.

**NOTE: If a student misses an appointment, s/he will need the approval of the instructor for any make-up exam.**

**THE STUDENT'S RESPONSIBILITY ON TEST DAY:**

- 1) Show up at your scheduled time and bring any supplies that are allowed and/or required (i.e. blue book, calculator).
- 2) When you finish your test, it should be delivered to any DSPS staff member. The test will be delivered to your instructor unless s/he has agreed to pick it up at the DSPS office.
- 3) Academic Dishonesty: Any student who is found cheating will be reported to the instructor. (Exam will be stopped immediately.) That student will then have his/her testing services reviewed by the DSPS Director.