We know it is important to you that all of your students with disabilities receive legally appropriate accommodations. To assist you in that goal, we are providing you with a review of Moorpark College ACCESS terms and procedures.

Confidential Memos:

- No student can legally receive accommodations for a disability unless it has been verified by a legally recognized professional in the area of the disability. Here at Moorpark College, ACCESS analyzes, processes, and keeps all verifications in confidential files. Students who qualify for accommodations are given a Confidential Memo for each of their professors. Confidential Memos outline which accommodations are appropriate in your course.

- Complete and sign the top (white) copy of the Confidential Memo which the student will return to our office. Keep the yellow copy for your files.

- If a student requests an accommodation from you and does not present a Confidential Memo from ACCESS, please refer the student to our office so we can make a verification of the disabling condition. Give accommodations only if the student has presented you with a Confidential Memo from ACCESS.

Accommodations for Exams:
ACCESS proctors tests for students needing accommodations in our testing center. It is fitted with closed circuit TV monitors, students are required to present picture IDs, and an instructor's requirements are followed to the letter. Tests can be delivered to us in the following ways:

- You can hand-deliver them to the ACCESS Testing Office in LMC 137, between 8 AM and 6:00 PM Monday through Thursday. Friday you may deliver tests between 8 AM and 12 noon.

- Exams can be placed in a gray ACCESS test transmittal envelope then left in the ACCESS campus mail box in the Administration Building.

- Exams can be sent via e-mail to: mcaccessproctoring@vcccd.edu

- Exams can be FAXed to: (805) 378-1594.

- If you prefer, the student can deliver the exam, but you will need to seal it in a gray ACCESS test transmittal envelope and initial the seal to verify no tampering has taken place.

- We have found it helpful to have contact information for you in case of a question re: a test or one of your testing requirements. We know all instructors are required to have a district e-mail address, but if you prefer being contacted at another web address, please call or e-mail ACCESS to give us your preferred contact information. Our phone number is (805) 378-1461, and our E-mail address is: mcaccessproctoring@vcccd.edu, or you can email me directly at sdattile@vcccd.edu. Be assured this information will be kept confidential at all times and will never be shared with a student. (continued next page)
Note Taking Accommodations:

- When a student has verification of note taking assistance, they will give you a note taking packet along with their Confidential Memo.

- You will need to ask for a classroom volunteer to take notes. **It is important that you do not identify the student needing assistance as that would be a breach of confidentiality.**

- The volunteers receive campus Service Credits which are placed on their transcripts and will enable them to receive a special seal on their diplomas. Service credits are often required for admission by four-year colleges and universities, so this is a positive benefit for the volunteer note taker.

- The volunteer note taking packet you are given with the Confidential Memo includes information for you, for the note taker, and for the student. There are also several sheets of self-carboned, lined, and 3-hole-punched NCR paper. The note taker or student can get more note taking paper from the ACCESS office in the LMC building.

  *Please let the note taker know they don’t have to use the NCR paper. They can take notes in their binder and bring them to ACCESS where we will copy them for free and keep them in a folder for the student to pick up. Note takers may also prefer to take notes on a laptop and then email them.*

- The student in need of a note taker will let you know how they want the notes given to them. They can ask that the note taker give the notes to you and then you pass them on. However, we do encourage the student to identify themselves privately to the note taker after class. This makes the process smoother and more efficient.

  *Please note, too, that if you provide lecture notes on a website you have developed for your class, it is fine to let the student know they won’t need a note taker (as long as all test questions would come from your posted notes and the text).*

  *If more than one student needs a note taker, only ask for one volunteer; ACCESS will copy the notes and hold them for the students to pick up personally.*

  *If you cannot get a note taker, please contact ACCESS immediately.*

Special Furniture in Your Classroom

Some students require special chairs and/or tables. If you have any of this furniture in your classroom, it will be clearly marked ACCESS with a “Reserved—Do Not Remove” sign.

- Students who need this special furniture will present you with a Confidential Memo during the first week of classes. If someone who does not have authorization tries to use the furniture, please remind them kindly that its use is designated for students with verifications of special needs.

- If a student who does not have verification from our office feels they **should** have this kind of furniture because of a disabling condition, refer them to the ACCESS Office in the LMC.

We hope this information helps. If you have any questions regarding tests, please contact the proctoring desk @ ext. 1461; for special furniture inquiries, contact Obalid Younan @ ext. 1461; for any other questions, contact Sherry D’Attile, ACCESS Coordinator, at Ext. 1461 or 1513.

*Thank you for your cooperation, and have a great semester!*