Alternative Test Taking
Accommodations: Students' Responsibilities

The Alternative Testing Center in ACCESS serves over 2,000 students per year. In order to receive legally approved accommodations, students must follow specific ACCESS procedures. The ADA will not support student grievances when proper procedures are not followed.

Students must be currently registered with ACCESS and have verified authorizations on file for specific alternative testing accommodations. Only those listed accommodations may be used.

For each student’s testing process to work effectively and efficiently, it is important for you to understand and to remember your approved testing accommodations (including the amount of time you have for your tests).

Your Responsibilities:

• Get a Confidential Memo each semester for every class in which you need test accommodations.

• Present your Confidential Memo to your instructor personally to notify them of your required accommodations.

• Return the top (white) copy of each Confidential Memo to ACCESS after instructors have filled in their exam requirements, signed, and dated them.

• Schedule your tests to begin at the same time as your class. If you need to take a test at a different time, and it is not otherwise indicated on your Confidential Memo, you will need to provide your instructor’s written permission to the ACCESS Test Proctor.

• Make your testing appointments at least 3 working days (72 hours) in advance of each test by either filling out a request for testing appointment form in the ACCESS office or by emailing mcaccessproctoring@vcccd.edu (continued on next page)
• Complete the testing appointment form indicating every approved testing accommodation you will require for this exam. If you make your appointment by email, be sure to include all the information asked for on one of our appointment forms. Do not expect a specialized accommodation such as private room, scribe, or Kurzweil to be available for you unless you have requested it when making your appointment.

• Arrive on time for your testing appointment. If you are late, that time will be deducted from your test time.

• Cancel an appointment 24 hours in advance if you cannot attend. A make-up test will only be given if your instructor gives ACCESS written permission to do so.

• Remind your instructors "politely" of your alternate test arrangements prior to the exam so it will be waiting for you when you arrive. This saves time and makes for a calm experience for everyone.

ACCESS Alternative Testing Appointment

Student name: ____________________test day/date: ____________________
Course name & number: ________________ Test time: _____________
Time Accommodation: _______ Instructors Last name______________
Add Special Accommodations: ________________________________ Please complete and leave at proctoring desk, call 805-378-1547, OR email this information to: mcaccessproctoring@vcccd.edu