ACCESS administers tests/quizzes as a service to students with verified disabilities who have been authorized for alternative testing. The same standards for conduct in any testing environment apply when taking a test administered by ACCESS.

FOR ALL STUDENTS USING THE ACCESS TESTING CENTER:

1. **Have your Picture ID with you!**
2. Students must make appointments with the ACCESS test center **at least 3 business days prior** to the test. As a courtesy, students should remind instructors they will be testing in ACCESS at the same time and, when necessary, cancel appointments with as much notice as possible.
3. ACCESS will receive, administer, and return the test as specified by the instructor. Information regarding the test proctor, conditions, and time will be recorded and available to the instructor.
4. Using ACCESS clocks and based on the instructor’s parameters or the student’s “Authorized Accommodations”. **It is the responsibility of the student to manage their own time so they can be done as authorized.** Any violation will be noted on the test.
5. All tests and testing materials will be returned to the test proctor.
6. The following will not be allowed in the testing area: Backpacks; Food; Drinks (including water); All Portable Electronic Devices, including but not exclusive to the following: Cell Phones; IPODS; and MP3 Players.
7. Student not enrolled at Moorpark College will be subject to fees for services provided.
8. **Students may not wear perfume or cologne in the testing area since many students and staff members have severe allergies and/or Asthma.**

FOR ACCESS STUDENTS USING AUTHORIZED ACCOMMODATIONS:

1. Students must be currently registered with ACCESS **every semester**.
2. An ACCESS specialist must authorize testing accommodations.
3. Students must present the “Confidential Memorandum” form issued by ACCESS to the instructor **at least one week in advance of the first test**. The student will then return a completed copy of the memo, with the instructor’s signed acknowledgement of required accommodations and their testing parameters, to the ACCESS office.
4. Unless authorized by the instructor, ACCESS testing will occur simultaneous to class testing.
5. If testing accommodations are required during the evening hours, ACCESS will make alternative arrangements to assure accessibility.

**ALL TESTING BEHAVIOR IS UNDER OBSERVATION. IF EVIDENCE OF CHEATING IS OBSERVED:**

- The exam may be stopped
- Unauthorized materials will be confiscated
- The instructor will be notified and a report of violation of the Student Code of Conduct will be filed with the Dean

The resulting course of action is left to the discretion of the faculty member as outlined in the Moorpark College Catalog. Any violation of the above procedure may result in the suspension or termination of this service. Suspension or termination of future accommodations will be determined following a review by the ACCESS Coordinator. If testing accommodations are to be suspended or terminated, the student will receive written notification. If a student wishes to appeal the decision, he/she should follow "Student Grievance Procedures" as outlined in the current Moorpark College Catalogue.

Student Name (Please Print)___________________________________________________
Student Signature_______________________________________________ Date________
ACCESS Staff ____________________________________________________________________