



MOORPARK COLLEGE ACCESS

ACCESSIBILITY COORDINATION CENTER AND EDUCATIONAL SUPPORT SERVICES



TESTING CENTER GUIDELINES

ACCESS administers tests/quizzes as a service to students with verified disabilities who have been authorized for alternative testing. The same standards of conduct in any other campus testing environment apply when taking a test administered by ACCESS. We follow the rules set forth by your instructors so please discuss details and expectations with your instructors.

- Testing appointments must be submitted online at least three (3) working days in advance of test. The test occurs on the fourth day. *Ex. Monday you make an appointment for Thursday.*
- Signed confidential memos must be submitted to the Testing Center prior to your test date.
- ACCESS may suspend testing accommodations after three late submissions.
- Please be aware that private/semi-private room accommodations are not available unless designated on your Confidential Memo.
- Restroom breaks are monitored and if they have not been approved on your Confidential Memo, your professor will be notified when you leave and return to the testing room from the restroom.
- If you are late for a scheduled testing appointment, please be aware that accommodations such as private rooms and scribes may no longer be available at the time of your arrival. This may result in rescheduling your testing appointment with professor's approval.
- Backpacks, food, drinks, cell phones or electronic devices of any kind are not allowed in the testing rooms.
- Students are responsible to manage their own time by utilizing ACCESS clocks or ACCESS timers. Please be aware that violations will be reported.
- To ensure minimal distractions in the testing room, please be mindful of others that are testing around you by: (1) wear minimal perfume or cologne in the testing area, as many students and staff members have severe allergies and/or asthma; (2) enter and exit the testing room quietly; (3) excuse yourself from the testing room if you are experiencing excessive sneezing or coughing.
- Be aware that the testing areas are monitored by surveillance cameras.
- Similar guidelines will be in place for online exams.

Any abuse of the above guidelines may result in the suspension of this service. Suspension of future accommodations will be determined following a review by the ACCESS Coordinator. If testing accommodations are to be suspended, the student will receive written notification.

IF EVIDENCE OF CHEATING IS OBSERVED: The exam may be stopped and unauthorized materials may be confiscated. The instructor will be notified and a report of violation of the *Student Code of Conduct* will be filed with the Dean of Conduct. The resulting course of actions is left to the discretion of the faculty member as outlined in the Moorpark College Catalog. If a student wishes to appeal the decision, he/she should follow "Student Grievance Procedures" as outlined in the current Moorpark College Catalog.

I have received and agreed to the ACCESS Testing Center Guidelines.

Student Name (Print): _____

Student ID#: 900- _____

Student Signature: _____

Date: _____

Certificated Staff: _____

Date: _____

Starting Semester of Service: ☐ FALL ☐ SPRING ☐ SUMMER Year: _____