

**REQUIRED INFORMATION: ACCESS TEST INSTRUCTION FORM  
TO BE COMPLETED BY PROFESSOR**

Accessibility Resource Centers for Students (ACCESS Testing Center), Bldg. 9B, Ext. 4288

Student's Name: \_\_\_\_\_  
(Last Name, First Name)

Class: \_\_\_\_\_

Professor Name: \_\_\_\_\_  
(Last Name, First Name)

Phone Ext: \_\_\_\_\_  
In case we cannot reach you, please provide alternate #

Alt #: \_\_\_\_\_

Date to be administered in class: \_\_\_\_\_  
(Date)

Give no later than: \_\_\_\_\_  
(Date)

Time allowed for the class to take the test: \_\_\_\_\_  
(without accommodated time added in)

**Additional items allowed (Please check all that apply)**

- Textbook
- Notes (specify) \_\_\_\_\_
- Dictionary/Spell Checker
- Computer/Word processor
- Calculator (specify type) \_\_\_\_\_
- Scratch paper  
(all scratch paper will be collected)

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an additional 5-10 mins is required to finish the exam, is that okay by you?  YES  NO

Restroom break?  
 Yes  No

**Please indicate instructions for returning the test  
(Check one)**

- Professor will pick up
- Student may deliver to classroom
- Online test, no delivery needed
- Scan/email to Mt. SAC email

**Deliver to:**  
 Office location \_\_\_\_\_  
 Dept. Mailbox \_\_\_\_\_

**Dept. Drop Box: (Select One)**  
 Biology  Math  
 Chemistry  Psyc/Soc/Phil  
 Earth Sciences  English  
 History

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

**Access Center Office Use Only**

Date given: \_\_\_\_\_ Test start time: \_\_\_\_\_ Test end time: \_\_\_\_\_  
Proctor's signature: \_\_\_\_\_ Printed name: \_\_\_\_\_  
Second Proctor's signature (if needed): \_\_\_\_\_ Printed name: \_\_\_\_\_

**Test Delivered or picked up by: (initial)**

Staff \_\_\_\_\_ Professor \_\_\_\_\_ Student \_\_\_\_\_  
Date delivered/picked up \_\_\_\_\_

**Mt. San Antonio College**  
**ACCESSIBILITY RESOURCE CENTERS FOR STUDENTS**

**Accommodated Testing Procedures to Professors**

For Mt. San Antonio College professors' convenience, Accessibility Resource Centers for Students (ACCESS Testing Center) offers an alternative testing location for students with disabilities who require accommodations. We highly encourage professors to give tests under their supervision with accommodations in place. If tests need to be taken at the ACCESS Center, the following conditions apply:

- Students are required to make appointments *at least one week (7 days) in advance*. Students can make appointments by phone (909-274-4288), by email ([acesstesting@mtsac.edu](mailto:acesstesting@mtsac.edu)) or in person (building 9B, first floor, across from EOPS).
- For **online tests**, please add the extra time in advance for the student. If you need assistance calculating the time, please contact us.
- No homework or other materials can be accepted. Only tests.
- All make-up tests must be completed before finals week.
- A Test Instruction Form is required with every exam. Please complete entirely.
- You may bring your test to our center, email the test to [acesstesting@mtsac.edu](mailto:acesstesting@mtsac.edu), or drop the test in an ACCESS Drop Box. If you drop a test in a drop box, please let us know by phone (X4288) or email.
- If your return requirements are time-sensitive, please come to our office and pick up your completed test(s).
- Please do not use intercampus mail for tests, delivery may be delayed or lost.
- All untaken tests will be shredded when the "no later than date" is 2 weeks old and at the end of each term.

We appreciate your cooperation and if you have any questions or concerns, please feel free to call our office at (909) 274-4288 or email us at [acesstesting@mtsac.edu](mailto:acesstesting@mtsac.edu).