Mt. San Antonio College
ACCESSIBILITY RESOURCE CENTERS FOR STUDENTS

Classroom Testing Contract
(Student's Contract)

1. In order to be eligible to test in the Access Center you must first obtain and fill out a
   Request for Accommodations form from the Access Center each semester. This allows the
   Access Center to inform your professor(s) in writing of your accommodation needs.

2. It is your responsibility to carefully discuss with your professor(s) important details such as
time and dates of exams.

3. All make-up tests must be completed before finals week.

4. Make an appointment at least one week (7 days) before your testing date. Remember
to request any approved accommodations such as: reader, computer, CCTV, scribe, etc.
when scheduling your testing appointment. Failure to do so may cause a delay in taking
your test. Be on time! Students arriving more than 20 minutes late may not be allowed
to take their test.

5. Be aware that an authorized Access employee proctors ALL tests.

6. Students will not be permitted to leave the testing room for any reason unless prior
arrangements have been made. If a restroom break is absolutely necessary and prior
accommodations have not been arranged, your timer will NOT be stopped. If you leave
the testing room without permission your professor will be notified.

7. All tests will be administered and returned as specified by your professor on the blue
Access Test Instruction Form. All scratch paper will be collected with tests. A signed note,
phone instruction, or email from your professor is the only way that the test instructions
will be altered. Any deviation from the test instructions will be noted and returned to the
professor with the test. We do not accept homework, only tests.

8. Please come prepared with only the items you need and are authorized to have to
complete your test. Any electronic devices used as accommodations in a test situation
must be approved by an Access counselor in advance. Personal belongings are to be kept
under your desk in the testing area. Test will be terminated if you use unauthorized
items/materials in the testing area.

I received, read, and understand my responsibilities as a student utilizing the
testing accommodations at the Access Center. Failure to abide by the rules can
lead to discontinuation of testing services at the Access Center.

Semester: ☐ Summer ☐ Fall ☐ Winter ☐ Spring  Year: __________

__________________________________________  __________________________
Print Name  Mt. SAC ID#

__________________________________________  __________________________
Signature  Date

Classroom Testing Procedures (Student's) Revised: 8/11/21