

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 department you must first obtain and fill out a *Request for Accommodations* form from the ACCESS front counter each semester. This allows ACCESS 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 48 hours (2 business days) before your testing date. Deadline for finals week testing appointments is a week in advance of your scheduled final. Remember when scheduling your testing appointment to request any approved accommodations such as: reader, computer, CCTV, scribe, etc. Failure to do so may cause a delay in taking your test. Be on time!! Students arriving more than 20 minutes late will 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 test is over.
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 or phone instruction 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 a 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