EXAM ACCOMMODATION REQUEST

MiraCosta College – Disabled Student Programs & Services (DSP&S) – Bldg OC 3000 – (760) 795-6658

***MUST BE TURNED IN COMPLETE A MINIMUM OF 1 WEEK PRIOR TO TEST DATE (2 weeks for finals) ***

STUDENT: COMPLETE THIS SECTION

Name: ________________________________  Student ID#: ________________________________

Email: ________________________________  Phone #: ________________________________

CLASS INFORMATION

Class Name: ___________________________  Section #: ___________________________

Instructor Name: ___________________________  Campus: [ ] OC  [ ] SEC  [ ] CLC

Exam Day: M T W Th F S  Exam Date ____________  Arrival Time @ DSPS ____________

ACCOMMODATIONS WILL BE PROVIDED IN ACCORDANCE WITH THE STUDENT’S CURRENT TERM SERVICE AUTHORIZATION

Absolute silence in the testing area is never guaranteed

INSTRUCTOR: COMPLETE THIS SECTION

TYPE OF TEST:  [ ] Paper/Pencil Exam  [ ] Computer Exam (Blackboard password will be requested)

TEST TIME ALLOTTED FOR CLASS: ________ Hour ________ Min

Materials Allowed During Test: (notes, book, calculator, etc.) ____________________________

Special Directions: ____________________________

I will deliver to DSPS at least 24 hrs in advance by:

[ ] Intercampus mail to MS #3B
[ ] I will deliver to DSPS office, 8-4:30, M-F
[ ] E-Mail: mpena@miracosta.edu  (760) 757-2121 x6297
[ ] I will deliver to Faculty Secretary @ San Elijo

I would like the test returned to me by:

[ ] I will pick-up @ OC DSPS office
[ ] Mail to MS # ____________
[ ] Fax to me at: ______________________
[ ] E-mail to me at: ______________________

I AGREE TO THE ABOVE INFORMATION. IF THE EXAM DATE & TIME CHANGE, I AGREE TO INFORM DSPS IMMEDIATELY FOR PROCTORING TO BE REARRANGED.

Instructor Signature: ____________________________  Date: ____________

APPROVED TEST ACCOMMODATIONS (for DSP&S office use only)

DSPS Test Date: ____________________________  Approved Accommodations: ____________________________

DSPS Time Approved: ____________________________

Start Time: ____________________________

End Time: ____________________________

Proctored by: ____________________________

White – DSPS Copy  Yellow – Instructor Copy  Pink – Student Copy

rev. 03/2010