



Testing Center

New Procedures for Faculty When Using the Testing Center for DSPS Exams

How do you know if a student is eligible to take tests in the Testing Center?

- At the beginning of the semester or upon approval, students who are eligible for accommodations will show their instructors the form which outlines the specific accommodations that have been approved by a DSPS Counselor.
 - *This is the same as the old procedure.*
- Students may provide a reminder note to instructors prior to each exam. These must have a Testing Center stamp to be valid. See example below.
 - *This is new.*

How to use the Testing Center to provide accommodations so you don't have to:

- Instructors wishing to have the Testing Center provide accommodations, will arrange the testing time with the student and deliver exams to the Testing Center at least one day prior to the arranged test date.
 - *This is new. No notices will be mailed to instructors as has been done in the past.*
- Students who require specially processed exams (e.g., large print or Braille) or require readers or scribes, must make appointments to take their exams in the Testing Center. Instructors must deliver specially processed exams to the Testing Center **one week** in advance. Late delivery may delay administration of exams.
 - *This is the same as the old procedure.*

- The official proctoring date of exams to be converted to large print or Braille will be one week after delivery. Any test processed in less than a week may be done on a courtesy basis, depending on staff availability and difficulty of the conversion.
 - *This is new. If an instructor is delayed in providing an exam, the Testing Center will allow one week for conversion and then administer the exam.*

How to deliver exams to the Testing Center:

- Please deliver exams via email, in person, or by student in a security envelope
 - Security envelopes are available from the Testing Center.
 - Please always include the Adapted Testing Form, outlining the parameters of the exam. This is also provided by the Testing Center.
- Instructors have the option of delivering future exams early. Note: Adapted Testing Forms are also available in a paper version from the Testing Center.

How to remember that a student needs to take a test in the Testing Center

- As a courtesy, the Testing Center will email a notice for tests requiring large print or Braille when a student has made an appointment to take an exam in the Testing Center, which must be made at least one week in advance
- Ask the student for a reminder note from the Testing Center. See the example below. Students pick up reminders and have them stamped at the Testing Center desk.

If you need information regarding these policies, contact:

Stephanie Capriulo at 857-5201 or email at scapriulo@citruscollege.edu

or

The Testing Center at 857-4035 or email at testingcenter@citruscollege.edu

Below is an example of the reminder that will be provided by DSPS students:



TESTING CENTER

_____ is eligible for accommodations through DSPS. If you wish to have the Testing Center provide the student's accommodation, please follow the Testing Center protocols for Adapted Testing. If you need information regarding these policies, contact Stephanie Capriulo at 857-5201 (email: scapriulo@citruscollege.edu) or the Testing Center at 857-4035 (email: testingcenter@citruscollege.edu).

Testing Center stamp required

