



PLEASE COMPLETE AND RETURN 5-7 DAYS BEFORE A TEST!!

Date of Test: _____ **Time:** _____ **In Class Test Length:** _____

Student Name: _____

Semester: _____ **DRC Signature:** _____

Class: _____ **Instructor:** _____

The following accommodations are authorized for this student because of one or more disability related functional limitation(s):

- ☐ **Test must be delivered to the DRC at least 72 hrs in advance of test time**
- ☐ **Test must be delivered to the DRC at least 24 hrs in advance of test time**
- ☐ Time and a half (1.5x)
- ☐ Double time (2x)
- ☐ Use of Kurzweil software
 - ☐ DRC USE ONLY
- ☐ Computer usage including spellchecker
- ☐ Use of calculator
- ☐ Distraction-reduced environment
- ☐ Other _____

Classroom Instructor Please Complete the Following:

The student and I have agreed that the test will be taken in the following location:

- ☐ Disability Resource Center (5-303) or Alternate Media Center (5-207)
- ☐ Learning Center (9-215)
- ☐ I agree to provide the testing accommodations to the student
- ☐ Other: _____

1. Test Delivery

(72 hrs in advance for Kurzweil exams, 24hrs for all others)

- ☐ I will deliver the test to the DRC
- ☐ The student will deliver the test to the DRC (Can be delivered day-of for non Kurzweil exams)
- ☐ I will email the test to canadadrc@smccd.edu
- ☐ I will make other arrangements.

2. Test Return

- ☐ I will pick up the test myself
- ☐ The student will deliver the test back to to me.
- ☐ Please return the test by inter-campus mail.
- ☐ Please scan and email the test back to me.
- ☐ Other: _____

Special Instructions – Student may use:

- ☐ Dictionary
- ☐ Calculator
- ☐ Book
- ☐ Notes
- ☐ Other: _____

Classroom Instructor's Signature _____

Please email canadadrc@smccd.edu your cell phone or preferred method of contact



Test Accommodation Form

Cañada College Disability Resource Center (DRC)
Bldg. 5 Room 303 * Phone (650) 306-3259 * Fax (650) 306-3185
Email: canadadrc@smccd.edu

*To establish testing accommodation services, sign up in Bldg. 5 Rm 303, at least **5 to 7 days** prior to the test. **No tests allowed after test dates given by instructor.***

1. Testing accommodations will not be provided until a student's eligibility for such services has been verified. Testing accommodation will be provided to students only in courses where their educational limitations indicate that they are necessary.
2. Testing accommodations will occur during the scheduled test time when other students are taking the exam, unless agreed upon in advance by the instructor.
3. Exams will be stopped and instructors will be notified if cheating, unauthorized use of notes, books, calculators or other improper behaviors are observed during the examination. Infractions will be referred to the Vice President of Student Services for due process as defined by the Cañada College catalogue.

Student

Signature_____