

INSTRUCTOR'S TESTING REQUEST



Accessibility Coordination Center & Educational Support Services

When time and space permit, ACCESS will provide test proctoring as a service to the faculty of Moorpark College. A testing space should be reserved 3 days in advance by calling the test proctor at ext. 1461. This must be a faculty request--not a student request! This service may not be available during finals week.

FOR ALL STUDENTS USING THE ACCESS CENTER:

- 1. ACCESS will receive, administer, and return the test as specified by the instructor. Information regarding the test proctoring, conditions, and time will be recorded and available to the instructor. Conditions requested by the student and not authorized by the instructor will be noted on the test and will be the sole responsibility of the student.
2. PICTURE ID IS REQUIRED.
3. Using ACCESS Center clocks, the student must sign-in with a beginning time and maximum ending time, based on the instructor's parameters. It is the responsibility of the student to sign out by the ending time indicated. Any variation will be noted on the test.
4. All tests and testing materials will be returned to the test proctor.
5. If necessary, the student will cancel testing appointments with as much notice as possible

ALL TESTING BEHAVIOR IS UNDER OBSERVATION. IF EVIDENCE OF CHEATING IS OBSERVED:

- The exam will be stopped
All materials will be confiscated
The instructor will be notified

Instructor: Please note that this service is provided at your request only.

This is not a disability related recommendation or authorization from ACCESS.

Please outline the testing parameters you require:

Instructor \_\_\_\_\_ Course \_\_\_\_\_

Student \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Requested test date: \_\_\_\_\_ Would another date be acceptable? Yes No

Length of testing time: \_\_\_\_\_

Test Requirements (please circle any that apply):

- Blue Book Pencil Calculator
Scantron Open book Dictionary
Pen Open notes Other:

Disposition of Completed Test (circle one option):

Campus mail Instructor will pick up "Stamped and sealed" return with student

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_