



Disability Support Services
TEST ACCOMMODATIONS
TEST PROCTORING

STEPS TO USE DSS TEST PROCTORING SERVICES :

1. To use Disability Support Services (DSS) test proctoring, you must request your **Authorized Academic Accommodations Form(s) each semester**. Discuss these accommodations with your instructors at the beginning of the semester.
2. You and your instructor must complete the **Test Accommodations Request Form (TARF)** for each test.
3. **You** must take the completed **TARF** to:
 - the DSS Test Proctoring Center in Building 420, Room 420 A for classes at the Chula Vista campus
 - the Student Services Counter for classes at the Higher Education Centersat least four (4) school days prior to the exam. Try to schedule test proctoring at the same time as your class test.
4. Remind your instructor about your test proctoring date. Your instructor must submit your test to the DSS Test Proctoring Coordinator 24 hours before the test.
5. On the day of your test, you will be allowed only those materials indicated by your instructor on the **Test Accommodations Request Form**. All other items (backpacks, purses, phones, notebooks, textbooks, etc) must be checked in with the proctoring staff.
6. Your test will begin at the scheduled time. Once you begin the test you will not be allowed to leave. Only water is allowed. Take care of restroom needs before the test. Turn off all cell phones/pagers.
7. DSS Test Proctors will monitor the test. If the Test Proctor observes cheating the test will be stopped immediately and your instructor will be contacted. You must also meet with the DSS Director to discuss this. DSS may not proctor your tests for the remainder of the semester.
8. Failure to cancel or reschedule 24 hours prior to your scheduled appointment will be counted as a NO SHOW. After 2 NO SHOWs your test proctoring services will be terminated. You must meet with your DSS Specialist before test proctoring services may be reinstated.
9. You may reach DSS Test Proctoring at 421-6700 x 5271.