


# *Big changes happening in service!*



## **New Procedures for Students When Using the Adapted Testing Service in the Testing Center**

1. Show your instructor the "Educational Accommodations" form that has been approved by your DSPS Counselor that indicates the accommodations for which you are eligible. Let your instructor know that you want to use the Testing Center for taking exams and quizzes.
2. Each time you have a quiz or exam, confirm with your instructor that you will be taking it in the Testing Center, discuss the day and time, and you may give him/her a reminder. See example below. Pick up a reminder at the Testing Center desk where the staff will stamp it for you.
3. **Students who DO NOT need a reader, scribe, large print, Braille or other special service**, you do not need to make an appointment for exams or quizzes, but must arrive to take your exam or quiz at the time you arrange with your instructor.
4. **Students who DO need a reader, scribe, large print, Braille or other special service**, you must continue to make appointments for your exams and quizzes at least a week in advance of taking them so that your accommodations can be arranged by the Testing Center staff.
5. Reminders for instructors will help ensure that instructors deliver exams and quizzes to the Testing Center in time for you to take them OR allows them to tell you that the test will be given to you to deliver to the Testing Center in a security envelope.
6. Security envelopes are available in the Testing Center and will be used at faculty discretion.

**Below is an example of the reminder that you can pick up in the Testing Center and give to your instructor each time you have an exam or quiz:**

|   |                       |
|---|-----------------------|
|    | <b>TESTING CENTER</b> |
| <p>_____ 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: <a href="mailto:scapriulo@citruscollege.edu">scapriulo@citruscollege.edu</a>) or the Testing Center at 857-4035 (email: <a href="mailto:testingcenter@citruscollege.edu">testingcenter@citruscollege.edu</a>).</p> |                       |
| <p><b>Testing Center stamp required</b></p>   |                       |