

Irvine Valley College  
**DISABLED STUDENTS PROGRAM & SERVICES**

**•TEST PROCTORING AGREEMENT•**

**TO UPHOLD THE INTEGRITY OF THE TEST PROCTORING PROCESS, YOU MUST:**

\_\_\_\_\_ Schedule your test date & time **5 SCHOOL DAYS IN ADVANCE**. If accommodations cannot be made with your instructor or if you do not schedule your exam with the DSPS staff 5 school days in advance, your exam will need to be taken in class at the normally scheduled time unless your instructor is willing to provide you with alternate arrangements.

\_\_\_\_\_ Pop and/or daily quizzes will be handled on a case by case basis pending authorization from your instructor.

\_\_\_\_\_ The test will be administered to you at your **scheduled time only**. Any changes in the test taking time must be approved in advance by your instructor. You must schedule your test at the same time your class will be taking the test unless this time conflicts with another class in which you are currently enrolled or your class is held at a time when the DSPS office is closed.

\_\_\_\_\_ The amount of time you are late for your scheduled testing time will be deducted from your total time. Example: If you have 1 hr & 30 minutes to take your test and you are 20 minutes late, your total testing time becomes 1 hr and 10 minutes.

\_\_\_\_\_ If you have not arrived 30 minutes into this agreed testing time, your test will be returned to your instructor. Your instructor will decide whether or not a make-up exam will be allowed.

\_\_\_\_\_ Your instructor will be asked to approve your appointment time and will provide DSPS with your exam/quiz along with any special instructions for you.

\_\_\_\_\_ You may only have time and a half for your test. If you think you may need double time to take your test (which your instructor must approve) and DSPS has the available testing space you will be given a time extension.

\_\_\_\_\_ Be sure you clarify any questions you have regarding the test with your instructor prior to testing as neither you nor the DSPS staff will be able to leave the DSPS office during the exam/quiz to find an instructor.

\_\_\_\_\_ Testing materials such as scantrons, blue books, pencils, pens and any other required materials for your tests are your responsibility and are not maintained in the DSPS office. If you are unprepared, you will be referred to the IVC bookstore to purchase your missing materials and this will decrease your testing time as it does for any students coming to a class test unprepared.

\_\_\_\_\_ While you are taking your test you may not make phone calls, meet with friends/relatives, or leave the testing area without the permission of office staff. No electronic devices of any type are allowed in the testing room.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_