Procedures for Receiving Accommodated Testing
Student Disability Services
San Diego State University

Contact Information and Hours of Operation
Test Accommodation Center (TAC)
Location: Calpulli 1300
Test Desk: 619-594-2643
Coordinator: 619-594-7722
Office: M-F 8:00a-4:30p
Testing: M-F 6:45a-11:15p and Saturday as needed

Checking Out Test Accommodation Forms

1. **Reservation for Testing Accommodations (RTA) forms** are checked out in the Test Accommodation Center, Calpulli 1300. All forms must be returned by the end of the semester in which they are checked out. **This includes unused and voided forms.**

2. A form is required for each test taken. Tests given over a two-day period require two forms. As forms are submitted, you may check out additional forms.

3. You can check out up to 4 forms at one time, or you can bring in copies of your syllabi to check out all forms needed for the semester.

4. If you have weekly quizzes and all of the following conditions are met, you may use one form for all of the quizzes (see following section on quizzes for additional information):
   - You must have a schedule of all quizzes.
   - All quizzes must last the same amount of time and this time must be 30 minutes or less.
   - The quiz must be given at the same time each week.

Completing RTA Forms

You are responsible for making sure all information requested in your section of the form, as well as the professor’s section, is provided. We will only allow materials noted on the RTA to be used during the test, so check the form carefully before submitting.

1. You may use all or part of your authorized accommodations, depending on the type of test. When you submit your RTA form, the front desk staff will ask which accommodations you will need for the specific exam. At that time, please be sure to specify all accommodations needed. This may include the following:
   - Extended time (e.g. time and a half, double time)
If accommodations are not requested at the time you submit your RTA, they may not be available on the day of your exam.

2. If additional materials have been authorized by your professor, they must be noted on the form. These materials may include scratch paper, a calculator, a ruler, and notes. If these items are not specified on the RTA, you may not be allowed to use them for your exam.

3. **RTA forms (except for finals) are due, completely filled-out and signed by the professor, at least one week before the test day.** If this deadline is met, your accommodations are guaranteed.

4. **Exception:** if you have arranged to take your test on a different day or at a different time than your class, SDS must approve the change.

5. Forms submitted after the deadline date will be accommodated on a first-come-first-served basis. If SDS cannot accommodate, you will be notified the day before the test. You will be contacted only if SDS cannot accommodate your request.

6. **Final exam forms are due approximately one month before finals begin.** The exact date is posted in SDS and must be met in order for your finals date and time to be guaranteed. All date and time changes must be approved by SDS. The schedule for final exams is located online in the class schedule.

**Note:** SDS does have a drop box to the right of our front door. RTA forms can be turned in there. The box is checked in the morning at 8:00 a.m. and any forms received will be dated as having been received the day before. Forms not completed properly will not be processed. You must call the Test Desk (619-594-2643) the next day between 9:00 a.m. and 4:30 p.m. to make sure we have received the form and do not have any questions. Your copy can be picked up at your convenience.

**Test date or time changes**

Changes to a test date or time must be submitted to the TAC on the same day the changes are announced in your class. You can either come in or call 619-594-2643. Please leave a message if it is after 4:30 p.m. and provide the following information in your message:

- Your name
- The date of the test
- The time of the test
- The course number (i.e. Psy 101)
- The original date or time
- The new date or time

If we are not notified immediately, no guarantee can be made and you may need to negotiate with your professor for a day and time that SDS can accommodate.

**Canceling a test**

If you wish to cancel a test, you must provide the TAC with two days (48 hours) notice. Failure to do so will result in a no-show (see below). When canceling, please provide us the following information:

- Your name
- The date and time of the test
- The course (i.e. Psy 101)
- Whether or not you will be rescheduling the test at a later date

**Sick on test day**

If you cannot take a test because you are sick, you must notify your professor and the TAC immediately. You can leave a voice message at 619-594-2643. When calling, please provide the following information:

- Your name
- The date and time of your class
- The course (i.e. Psy 101)
- State you are sick and whether or not you will try to reschedule (you must have the professor’s permission to reschedule)

**No-shows**

If you do not come to a scheduled test without proper notification, you are considered a no-show. Your first no-show will place you on probation with SDS’s testing accommodations program. Your second no-show can result in temporary suspension of accommodations. If suspended you must meet with the director to request reinstatement.

**Quizzes**

Quizzes are accommodated in the same manner as classroom tests. If quizzes are given at the start of class, you may want to consider the following to prevent losing class time:
• Arrange with your professor to start your quiz earlier than the class so that you can be back in class when the lecture starts (remember to allow for your extended time as well as travel time to the class).
• If the quiz is not graded or discussed immediately following its completion, request to take it at the end of the class.
• Arrange for a classmate to take notes for the portion of class you will miss.

Pop quizzes are also accommodated. If you know your professor plans on giving pop quizzes during the semester, please contact TAC at the beginning of the semester to make the arrangements.

Preparing for Your Test

You should do the following to prepare to take your test with accommodations.

1. Look over your copy of the RTA to verify what materials you are allowed and what time you should arrive at the TAC.
2. If your RTA is marked that your test will be emailed, faxed, dropped in the department office or delivered to SDS, please remind your professor of this 1-2 days before your test day.
3. Before coming to SDS, make sure you have all materials needed (i.e., blue book, scantron, pencil, calculator, dictionary, etc.).
4. If you will be picking up your test in your classroom, you should have all of your needed materials before your class starts and you should make sure to arrive to your class on time.

**Note:** Remember, the test must be in a sealed envelope with the professor’s signature across the seal or SDS will not accept it and you will be sent back to class.

Day of the Test

1. The meet time noted on your RTA is generally 15 minutes before the test time, unless you will be picking up the test in class and bringing it to us. In this case your meet time will be fifteen minutes after your class begins.

2. Your actual test start time is the same as your class, unless you will be bringing us the test in a sealed envelope. In this case your start time is 20 minutes after the test. We will not start tests earlier than your class begins without your professor’s permission.

3. **Exception:** All final exams are scheduled to start 15 minutes after the test time noted on the RTA.

4. Please be on time. Your test time starts as scheduled, whether or not you are here, just as it does for those students taking the test in class. Arriving late may, therefore, result in lost time for completing your exam. If you arrive more than 30 minutes after your start
time, you will need to negotiate rescheduling your test with your professor. In addition, test time cannot be used for studying.

5. When arriving at SDS, check in at the front desk.

6. You will be instructed to take out your allowed materials. Remember we will only allow those materials noted on your RTA. If the professor changed the items allowed, you can bring a note from the professor, signed by the professor, and we will note the changes. Your allowed materials will be checked and you will be asked to put all other items, including your cell phone, in a locker. No cell phones are allowed in the testing area. If leaving a cell phone in a locker, remember to turn it OFF. If you want a time piece (i.e. watch, clock, timer), remember to bring one. SDS has a limited number and they are for the proctor’s use.

7. When shown to your test room, you will be told how much time you have to take the test.

8. If you feel there is an error on the test or you have a question you feel the professor would answer, notify your proctor. Time needed to solve problems or answer questions will not be counted as part of your test time.

9. If you have a personal need (i.e. use of restroom), please notify your proctor. Unless breaks are one of your authorized academic accommodations, the time used will be part of your test time.

10. If you are authorized breaks as part of your accommodations, when you are ready for a break, notify your proctor. Break time not used, will not increase your test time.

11. Separate, quiet room accommodation: Remember, this accommodation is authorized on an “if available” condition. SDS will do its best to assign this accommodation if it is requested on the RTA form.

12. Mobility concerns: SDS attempts to assign those with mobility problems to test rooms in SDS. If you have a mobility problem that is not visible, please ask to have it noted when submitting your RTA.

13. When done with your test, make sure to clean up after yourself (i.e. collect your trash, brush off the table) and take all test materials to your proctor. The proctor will check your test materials and dismiss you. Once dismissed, collect your belongings. If you are to return the test to the professor, your proctor will give it to you in a sealed envelope with their signature, the date and the time across the seal before dismissing. You will be asked to sign a receipt showing that you have received the test to return.

14. SDS will return all other tests. If completed by 3:00 p.m. tests will be returned on the same day it was taken (unless the department office to be returned to is closed). Tests completed after 3:00 p.m. will be returned the following day. When tests are returned, a receipt is given to the TAC. If your professor states that she did not receive the test,
Policy on Academic Dishonesty

Student Disability Services and the Test Accommodation Center at SDSU strive to maintain its credibility as a valuable SDSU resource that offers services to students with disabilities. At the Test Accommodation Center, it is expected that all students taking exams adhere to University academic standards and guidelines. All exams and quizzes taken at the Test Accommodation Center are monitored for irregularities and recorded by video camera, a method which is less intrusive than having a test proctor sitting in the room.

Any irregularities that occur while an exam or quiz is being taken at the Test Accommodation Center will be documented and reported.

Irregularities include, but are not limited to, the following:
- The use of a cell phone or unauthorized device
- The use of unauthorized notes or materials
- Exceeding exam time without authorization

If any employee of the TAC witnesses any irregularities, the following actions will be taken:

First Offense:
Any irregularities will be reported to the professor. California State University’s Executive Order 969 requires faculty members to report incidents of academic dishonesty to campus judicial officers. Other disciplinary action may be taken by the professor. SDS and the TAC will keep record of this incident and place it in your file.

Second Offense:
If an irregularity occurs a second time, the same process will be used in reporting to the professor. You will also be required to meet with your SDS Advisor.

Third Offense:
If an irregularity occurs a third time, the student will be reported to judicial officers within the Center for Student Rights and Responsibilities, in addition to notifying your professor.