

# EXAM ACCOMMODATION REQUEST

MiraCosta College – Disabled Student Programs & Services (DSP&S) – Bldg OC 3000 – (760) 795-6658

\*\*\*MUST BE TURNED IN COMPLETE A MINIMUM OF **1 WEEK** PRIOR TO TEST DATE (2 weeks for finals) \*\*\*

## STUDENT: COMPLETE THIS SECTION

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

## CLASS INFORMATION

Class Name: \_\_\_\_\_ Section #: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Campus:  OC  SEC  CLC

Exam Day: M T W Th F S Exam Date \_\_\_\_\_ Arrival Time @ DSPS \_\_\_\_\_

**ACCOMMODATIONS WILL BE PROVIDED IN ACCORDANCE WITH THE STUDENT'S CURRENT TERM SERVICE AUTHORIZATION**

*Absolute silence in the testing area is never guaranteed*

## INSTRUCTOR: COMPLETE THIS SECTION

TYPE OF TEST:  Paper/Pencil Exam  Computer Exam (Blackboard password will be requested)

TEST TIME ALLOTTED FOR CLASS: \_\_\_\_\_ Hour \_\_\_\_\_ Min

Materials Allowed During Test: (notes, book, calculator, etc.) \_\_\_\_\_

Special Directions: \_\_\_\_\_

I will deliver to DSPS at least 24 hrs in advance by:

- Intercampus mail to MS #3B
- I will deliver to DSPS office, 8-4:30, M-F
- E-Mail: [mpena@miracosta.edu](mailto:mpena@miracosta.edu) (760) 757-2121 x6297
- I will deliver to Faculty Secretary @ San Elijo

I would like the test returned to me by:

- I will pick-up @ OC DSPS office
- Mail to MS # \_\_\_\_\_
- Fax to me at: \_\_\_\_\_
- E-mail to me at: \_\_\_\_\_

I AGREE TO THE ABOVE INFORMATION. IF THE EXAM DATE & TIME CHANGE, I AGREE TO INFORM DSPS IMMEDIATELY FOR PROCTORING TO BE REARRANGED.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVED TEST ACCOMODATIONS (for DSP&S office use only)

DSPS Test Date: \_\_\_\_\_ Approved Accommodations: \_\_\_\_\_

DSPS Time Approved: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Proctored by: \_\_\_\_\_

White – DSPS Copy

Yellow – Instructor Copy

Pink – Student Copy