

**Test Accommodation Services**  
**Disability Access Services**  
**Winter 2010**

***Disability Access Services (DAS) offers an optional service to assist faculty in providing the required testing accommodations for their students who experience disabilities.***

**PROCESS:**

1. The eligible student brings a "Request for Test Accommodation Services Appointment" form to the instructor. Forms and detailed instructions are available in DAS (SY ST 229), [www.pcc.edu/resources/disability/](http://www.pcc.edu/resources/disability/), and from campus disability service counselors.
2. The student and instructor complete the form.
3. The student submits the form to **Wendy Palmer** in DAS **a minimum of five workdays prior to the requested appointment date. Finals Week appointments are due the Monday prior to the testing week.**
4. Wendy makes the arrangements for the test and sends an email confirmation detailing the arrangements.
5. The instructor delivers the exam to the correct location on time.
6. The student arrives for the appointment on time.
7. DAS staff members proctor and return the exam (following the instructor's guidelines).

**FALL SCHEDULE (September 28<sup>th</sup> through December 11<sup>th</sup>):**

1. **Cascade Campus** (room SSB 201)
  - a. Mondays 9:00am – 2:00pm
  - b. Tuesdays 4:00pm – 8:00pm
  - c. Wednesdays 9:00am – 2:00p
  - d. Thursdays 4:00pm – 8:00pm
  - e. Fridays 9:00am – 2:00pm
2. **Rock Creek Campus** (room 9 / 106)
  - a. Mondays 12:00pm – 5:00pm
  - b. Tuesdays 10:00am – 8:00pm
  - c. Wednesdays 10:00am – 3:00pm
  - d. Thursdays 10:00am – 5:00pm
  - e. Fridays 10:00am – 3:00pm
3. **SE Center** (room Tabor 107)
  - a. See the "Make-Up Test" schedule on the SE Testing Center website
4. **Sylvania Campus** (room ST 228)
  - a. Mondays 10:00am – 8:00pm
  - b. Tuesdays 10:00am – 3:00pm
  - c. Wednesdays 10:00am – 8:00pm
  - d. Thursdays 10:00am – 3:00pm

**QUESTIONS:** Wendy Palmer at 503.977.4483 or [wpalmer@pcc.edu](mailto:wpalmer@pcc.edu).