



Accommodated Exam Instruction Form

~ ONE TEST SESSION PER FORM ~

Instructor & Student Responsibilities detailed on Testing Center Website: www.pcc.edu/resources/testing

Cascade Campus Testing Center (SSB 204)	(971) 722-5234	testing.ca@pcc.edu
Rock Creek Campus Testing Center (Bldg 9-118)	(971) 722-7300	testing.rc@pcc.edu
Southeast Testing Center (Mt Tabor 108)	(971) 722-6277	testing.se@pcc.edu
Sylvania Campus Testing Center (CC 216)	(971) 722-4131	testing.sy@pcc.edu

STEP 1: STUDENT COMPLETES THIS SECTION

Student name: _____ G #: _____

PCC Email: _____ Phone: _____

Disability Services Approved Test Accommodations (*reference AAA form*):

- | | | |
|---|---|--|
| <input type="checkbox"/> Test Enlarged | <input type="checkbox"/> Aide to Read | <input type="checkbox"/> Time Extension: __1.5x / __2.0x |
| <input type="checkbox"/> Adjustable Table | <input type="checkbox"/> Aide to Write | <input type="checkbox"/> Severe Distraction-Reduced |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Moderate Distraction-Reduced | <input type="checkbox"/> Other _____ |

STEP 2: INSTRUCTOR COMPLETES THIS SECTION

Test Information:

Instructor: _____ Phone: _____

Course: _____ PCC Email: _____

Exam Instructions:

Maximum time limit (with accommodations): _____
(no "unlimited")

Materials Allowed (check & circle as appropriate):

- | | | | |
|-------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Books | <input type="checkbox"/> Ruler / Straight Edge | <input type="checkbox"/> Highlight pens | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Scantron | <input type="checkbox"/> Calculator: Basic / Sci / Grf | <input type="checkbox"/> Scratch paper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Blue Book | <input type="checkbox"/> Graph paper | <input type="checkbox"/> Computer: Personal laptop / PCC | |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Notes: Notecard / Handout / Formulas | | |

Special Instructions: _____

Test return Instructions

_____ With student in sealed envelope

_____ Via campus mail (Campus/Building/Room): _____ / _____ / _____

_____ Instructor pick-up

_____ USPS to: _____

Student is required to take exam by: _____

Student Signature: _____ Faculty Signature: _____

STEP 3: TESTING STAFF COMPLETES THIS SECTION

Exam Appointment: _____ Email Confirmation: _____

Date Exam Received: _____ Proctored by: _____

Time In: _____ Must End By: _____ Time Out: _____

Exam Returned via: _____ Date & Time: _____ By: _____

Accommodated Testing Information and Responsibilities

ACCOMMODATED EXAM PROCTORING is an optional service to assist faculty in providing the required testing accommodations indicated on a student's Disability Services *Approved Academic Accommodations* form. The service is by appointment only, offered through Testing Centers. Space is limited and on a first-come, first-served basis.

***IMPORTANT:** An incomplete form may delay the testing process. Please assure the *Accommodated Exam Instruction Form* is complete prior to delivering to Testing Center.

Student Directions & Responsibilities:

- Student initiates process with instructor to request testing accommodations & completes **STEP 1** of the *Accommodated Exam Instruction Form* using *Approved Academic Accommodations* form.
- Student and instructor review the *Approved Academic Accommodations* form together and discuss specific exam instructions, including timeline for exam.
- **STEP 2** of *Accommodated Exam Instruction Form* is completed. Student and instructor sign form.
- Student takes copy (duplicate or photocopy) of signed *Accommodated Exam Instruction Form*.
- Student contacts Testing Center and schedules appointment for proctored exam session – in person, by phone, or via email – Testing Center contact information and Proctored Exam Schedule are located on the Testing Center website: <http://www.pcc.edu/resources/testing>

NOTE: Make appointments early to assure testing arrangements can be made!

- **Student copy of the *Accommodated Exam Instruction Form* must be submitted to Testing Center at time of scheduling appointment.**
- Student & instructor will receive an email confirmation of appointment from Testing staff.

TEST-TAKING REMINDERS:

- Valid picture identification is required at all test sessions.
- Testing will not collect or disseminate any non-proctored materials, i.e., homework, papers, surveys, or take-home tests.
- Students arriving late for scheduled session will be allowed remainder of appointment for testing.
- Exams will not be rescheduled after required exam date without written approval from instructor.
- Students are not allowed to take any breaks during testing unless it is an approved accommodation or included in *Accommodated Exam Instruction Form* by instructor.

Instructor Directions & Responsibilities:

- Upon student initiating request for testing accommodations, instructor and student will review the *Approved Academic Accommodations (AAA)* form together and discuss specific instructions, including timeline for exam.
- Instructor verifies accommodation request in **STEP 1** referencing AAA form.
- Instructor completes **STEP 2** of *Accommodated Exam Instruction Form*. All test instructions (testing procedures, time limit, use of materials, etc) must be reviewed with the student at this point.
- Student and instructor sign form. Instructor keeps original copy of *Accommodated Exam Instruction Form* and provides copy (duplicate or photocopy) to student.
- Instructor & student will receive an email confirmation of student appointment from Testing staff.
- **Instructor will deliver exam, attached to original *Accommodated Exam Instruction Form*, to appropriate Testing Center via intercampus mail, in person, or email **PRIOR TO APPOINTMENT DATE** - preferably one business day in advance.**
- Testing Center contact information, schedules, and further information about accommodated testing can be found on the Testing Center website: <http://www.pcc.edu/resources/testing/>