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

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**STEP 1: STUDENT Completes THIS SECTION**

Student name: ___________________________________________ G #: __________________________
PCC Email: ___________________________________________ Phone: __________________________

Disability Services Approved Test Accommodations (reference AAA form):

☐ Test Enlarged ☐ Aide to Read ☐ Time Extension: ___1.5x / ___2.0x
☐ Adjustable Table ☐ Aide to Write ☐ Severe Distraction-Reduced
☐ CCTV ☐ Moderate Distraction-Reduced ☐ Other __________________________

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**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):

☐ Books ☐ Ruler / Straight Edge ☐ Highlight pens ☐ Other __________________________
☐ Scantron ☐ Calculator: Basic / Sci /Grf ☐ Scratch paper ☐ Other __________________________
☐ Blue Book ☐ Graph paper ☐ Computer: Personal laptop / PCC
☐ Dictionary ☐ Notes: Notecard / Handout / Formulas

Special Instructions: _______________________________________________________________

Test return

_____ With student in sealed envelope

Instructions

_____ Via campus mail (Campus/Building/Room): _______/_____/_______
_____ Instructor pick-up
_____ USPS to: ____________________________________________________________

Student is required to take exam by: ______________________________________________

Student Signature: ___________________________ Faculty Signature: ___________________________

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**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](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/](http://www.pcc.edu/resources/testing/)