

**SPECIAL EDUCATION DIVISION
TEST ACCOMMODATION**

TESTING GUIDELINES

Students using test accommodations are expected to act in accordance with the DeAnza College Academic Integrity Policy (see DeAnza College catalog). It is the responsibility of the Special Education Division to ensure that your rights as a student with a verifiable disability are protected and that your testing needs are met, within the Americans with Disabilities Act.

- ✚ **Please refrain from talking during exams.**
- ✚ **Backpacks and any belongings not used for accommodations will be stored inside the Testing Office in DSS.**
- ✚ **Notes, books, calculators, or other materials are allowed only when approved in writing by the instructor.**
- ✚ **Cell phones, I-Pods or CD Players are not allowed in testing rooms.**
- ✚ **Test envelopes must be picked up five academic days before exam.**
- ✚ **Test envelopes for finals must be picked up on the Tuesday before finals.**

BREAK POLICY:

- ✚ **If you will require a break, due to your disability, inform the Test Proctor BEFORE the exam begins.**
- ✚ **If you need to take an unanticipated break due to illness or other emergencies, leave exam in testing room, inform the proctor immediately.**
- ✚ **Do NOT take exam out of the testing room under any circumstances.**
- ✚ **Students may not leave the Disability Support Services Office during break.**

NOTE:

INSTRUCTORS WILL BE PROMPTLY NOTIFIED OF ANY IRREGULARITIES OR OTHER CIRCUMSTANCES WHICH POTENTIALLY COMPROMISE THE SECURITY OR INTEGRITY OF ANY EXAM.