INSTRUCTOR: Please complete the form prior to turning it in.
Attach this form to student’s exam and place it in a sealed envelope in Ann Uawithya’s mailbox 24 hours prior to the desired testing date. **Students must show up on time to take the exam in the East Building, room 164.**

**PLEASE SEE TESTING SCHEDULE ON REVERSE SIDE.**

Student’s Name________________________ Date student will take exam with proctor________________________
Course & Section________________________ Last day for student to complete exam________________________
Student ID Number______________________ Instructor____________________ Contact Number____________________

To be completed by Instructor - Please circle one: DSS Exam Make Up Exam

To maintain the security and integrity of your test, please complete the following information:

1. Check the testing conditions that may apply to this exam:
   - Notes allowed
   - Scrap paper allowed
   - OPEN Book
   - Blue book required
   - Calculator allowed
   - Scantron required (specify form #)
   - Dictionary allowed
   - All tests materials must be returned
   - Other (Specify) ________________________________

2. Time allowed for students in class: ________________________________________________________________
   ________________________________________________________________

Instructor’s Signature __________________________ Date __________________________

**Note to Instructor (for DSS students only)**
I certify that the above named student is eligible for testing accommodations through DSS.

______________________________________________________________
Testing Coordinator or DSS Counselor Date __________________________

If Braille or test scribe accommodations is needed, please return this form to Ann’s mailbox **at least 7-10 days before testing date.**

**Method of Return:** (Please see delivery options on reverse.)
   - Instructor Pick-up
   - Deliver to Instructor’s Mailbox
   - Scan and Email to Instructor

For questions about DSS accommodations, please email cwarren@dvc.edu or call (925) 551-6239.
For testing procedure questions, please email auawithya@dvc.edu or call (925) 551-6215.

Thank you,
Carolyn Warren Ann Uawithya
DSS Counselor, SRC Student Services & Instructional Support Coordinator

I certify that the above student took this exam under the conditions specified.

Test Proctor’s signature________________________ Date________________________
Instructor’s Information for DSS Testing Accommodations

DSS and Make-up Testing accommodations are scheduled as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>12:30pm – 2:30pm</td>
<td>(E164)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1:00pm – 3:00pm</td>
<td>(E164)</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:00pm – 9:00pm</td>
<td>(E164)</td>
</tr>
</tbody>
</table>

Please read the following and then complete the form as any omissions may compromise the security of your exam.

FORM INSTRUCTIONS

It is the policy of DSS that testing accommodations be scheduled on or as close to the same date as the exam is given in class. DSS requires a Testing Accommodation Form to be filed out for each exam. For multiple exams, each exam must be accompanied by a separate testing accommodation form. If you (the instructor) have concerns about the exam time and/or date, please contact Ann Uawithya at 925-551-6245 or email auawithya@dvc.edu.

1. Your student’s responsibilities
   a. Upon announcement of an exam, students are required to pick up a testing accommodation form from Ann Uawithya in the Learning Commons, Room W 109. She will verify the student’s eligibility and accommodations.
   b. Student will then bring the testing accommodation for to the instructor for completion.

2. Instructor’s responsibilities
   a. Instructors are required to fill out the testing accommodation form completely. Please note that any omissions may compromise the security of the exam
   b. After completing the form and before returning it to Ann, instructors should photocopy the form for their records and to serve as a reminder.
   c. Instructor will then deliver the completed form along with a copy of the exam to the Learning Commons, Room W 109 using the delivery options below

EXAM DELIVERY OPTIONS

Pre-exam delivery

1. Instructor drop off
   Bring exam and completed form to Ann in W109 in the Learning Commons at least 24 hours prior to exam date and time.

2. Email the exam
   Email the exam and proctor form to auawithya@dvc.edu. The form is available online at http://www.dvc.edu/org/divisions/student-services/src-services/faculty-resources.htm

3. Campus mail
   Deliver exam and completed form to Ann’s mailbox in the SRC workroom.

Post exam return to instructor

Please let Ann know your preferred method of return at the time you deliver the exam.

1. Instructor pick up
   Ann will hold the exam for pick-up. Her hours vary and are posted on her office door in W109

2. SRC mailbox
   Ann will deliver the exam and verification form directly to your SRC mailbox in the workroom.

3. Scan and Email
   Ann will scan the test and email it to the instructor.