



TESTING ACCOMMODATION GUIDELINES FOR INSTRUCTORS

Instructors can:

- 1) anticipate that a student with a disability who will be using accommodations in a course will approach them as soon as possible to discuss his/her Accommodations Authorization. The instructor signs the form to acknowledge awareness of the student's accommodations for the course. We encourage students to get their authorizations early; if a student becomes eligible for accommodations for the first time during a particular semester or decides after the semester is underway to initiate use of their accommodations, the student may be approaching the instructor mid-term. The student may obtain a copy of the Authorization to give to the instructor.
- 2) expect to receive a standardized email from the Testing Center* notifying the instructor each time a student with authorized accommodations has scheduled a test. The instructor will respond to the email as soon as possible to provide the test and details requested in this email, which relate to the particular exam being scheduled. The information needed regarding the test will include: the amount of time the class gets for the exam and a list of any items all students in the class are allowed to use for the exam. If any of these details change between the time the Testing Center is provided the information and the time of test administration, the instructor has the responsibility to notify the Testing Center before the test is administered.
- 3) deliver the test to the Testing Center in one of 2 ways. The first, and preferred, option is to submit the test electronically via email to a secure email address, tcaccommodations@mpc.edu, used solely for the purpose of accommodations management. The second option is to personally deliver the hard copy of the test and a written note indicating the test details described above to the Testing Center during regularly scheduled hours (see next page). To assist with efficient test processing, please provide the tests as soon as the test is ready. If the Testing Center is closed, the test can be delivered to the Access Resource Center during regular office hours (see next page).
- 4) expect tests to be returned to the instructor's box in the Administration Building by the hours listed below:
Monday, Tuesday, Wednesday by 4:30 p.m.
Thursday, Friday by 1:00 p.m.
Sometimes test delivery is delayed due to long test lengths or volume, but tests are always delivered by the end of the test day. An instructor is always welcome to personally pick up an exam after completion.
- 5) find a Proctor Form with all of the details regarding the test administration attached to each returned exam.
- 6) expect students to abide by MPC Academic Standards as described in the college catalog. Students put their belongings in a storage area. The Testing Center is equipped with surveillance cameras. If cheating is suspected or observed, the test will be taken from the student and returned to the instructor with a report of what happened. The course instructor will determine what the consequence will be. If a cell phone is in sight, it will be taken from the student; this occurrence will be noted on the Proctor Form.
- 7) send all email correspondence regarding tests and accommodations to tcaccommodations@mpc.edu. This address is listed in the MPC Google contact list. Please **do not** direct questions, tests, test instructions or concerns to any individual staff member's direct email.
- 8) contact the Accommodation Specialist with any questions or concerns. Faculty members are also welcome to contact the ARC Coordinator personally to address concerns.

*Instructors—please see the **TESTING ACCOMMODATION GUIDELINES FOR STUDENTS** for details regarding a student's responsibilities for using the Testing Center.*

** For classes offered at the Marina Education Center, testing accommodations may be arranged by staff in the Student Services Office (room MA102) in coordination with the ARC Accommodation Specialist. For online/hybrid courses, testing accommodations will be provided at the main campus.*

TESTING CENTER

HOURS of OPERATION

DAYS	OPEN HOURS
<i>Monday & Tuesday</i>	<i>8:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.</i>
<i>Wednesday</i>	<i>1:00 p.m. – 4:00 p.m.</i>
<i>Thursday & Friday</i>	<i>8:00 a.m. – 12:00 p.m.</i>

ACCESS RESOURCE CENTER

HOURS of OPERATION

DAYS	OPEN HOURS
<i>Monday Tuesday Wednesday Thursday</i>	<i>8:00 a.m. – 4:00 p.m.</i>
<i>Friday</i>	<i>8:00 a.m. – 12:00 p.m.</i>

CONTACT INFORMATION

Staff	Email	Phone
<i>Cielo Cervantes</i> Accommodation Specialist	tcaccommodations@mpc.edu	831-646-4265
<i>Mimsie Redmayne</i> Administrative Assistant	mredmayne@mpc.edu	831-646-4070
Vince Lewis Counselor	vlewis@mpc.edu	831-646-4113
Jacque Evans Coordinator / Counselor	jevans@mpc.edu	831-645-1381