



## TESTING ACCOMMODATIONS FACT SHEET

### Each time I take a test in the Testing Center, I will:

- 1) make an appointment, at least two school days in advance of an exam, in order to take a test in the Testing Center. Tests may be scheduled in person at the Testing Center. If the Testing Center is closed, please go to the Access Resource Center (ARC) front desk to schedule your testing appointment. *See back of Fact Sheet for hours.*

### When scheduling a test appointment, make a request according to the following schedule:

<b>No later than:</b>	<b>If your test is on:</b>
Wednesday	Monday
Friday (by 10:00 a.m.)	Tuesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday

- 2) inform the Testing Center staff as soon as possible if a test is cancelled or if the day/time is changed.
- 3) arrive on time for testing appointments. If I arrive late, my full amount of accommodation for the test may not be able to be provided. I am expected to arrive and begin my exam within 10 minutes of the test appointment start time.
- 4) take care of personal needs prior to starting exams (bathroom, using cell phone, eating, etc.). Additional time will not be added for breaks.
- 5) take my exams the same day as the class and as close to the scheduled time of the class as possible.
- 6) confirm with the Testing Center staff at the time a testing appointment is made if an accommodation of Kurzweil, assistive technology, a computer, reader, or scribe will be used for an exam.
- 7) keep my cell phone, other electronic devices, and belongings not approved for test-taking, turned-off and stored in the storage area in the Testing Center.
- 8) not talk or communicate with other students in the testing room. If cheating is observed, whether involving a cell phone or otherwise, my test will be taken by the proctor and returned to the instructor with a report of what happened. The Testing Center is equipped with surveillance cameras.
- 9) initial the Proctor Form to acknowledge that accommodations were provided as authorized after the test is completed.
- 10) tell a staff member immediately if any concerns arise in the Testing Center.

My signature below acknowledges receipt of these policies. A more detailed explanation of the Testing Center Guidelines for Students is posted in the Testing Center and on the MPC—Access Resource Center website.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID#

## TESTING CENTER

### HOURS of OPERATION

<b>DAYS</b>	<b>OPEN HOURS</b>
<i>Monday &amp; 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 &amp; Friday</i>	<i>8:00 a.m. – 12:00 p.m.</i>

## ACCESS RESOURCE CENTER

### HOURS of OPERATION

<b>DAYS</b>	<b>OPEN HOURS</b>
<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

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