



## **SAS Test Proctoring Accommodations Policy and Procedures**

### **1. Requesting Testing Accommodations**

If you are eligible for, and want to request testing accommodations, then please follow the procedures at:

<https://www.valleycollege.edu/student-services/specialized-counseling-services/student-accessibility-services/services/testing-accommodations.php>

### **2. Scheduling Your Test Proctoring Appointment**

You are responsible for scheduling your test proctoring appointment at a time that will allow you to utilize the full amount of your allotted time and finish in one session. If you schedule your appointment at a time of day that prevents you from using all of your allotted time, then you acknowledge that you forfeit the unused portion of your allotted time.

### **3. Required Materials**

You are responsible for providing your own materials (pencil and/or pen, scantron, Green Book, etc.).

### **4. Personal Belongings and Approved Materials**

Before you start your test, you must store all personal items including cell phones (please turn off or mute), smartwatches, backpacks, purses, notebooks, etc., in the secure area provided by SAS. You will not have access to these items until you have completed your test.

You may only access materials that are approved in the "Testing Accommodations" section of your RAAAAS form or authorized by your instructor (e.g., Scantron, scratch paper, notes, calculators). You must show any instructor-approved materials to the SAS proctor before you begin your test.

No food or drinks are allowed while you are taking your quiz/test, unless they are an approved accommodation.

### **5. Phone Use During Testing**

You may not make or receive phone calls during your test except in emergencies. Make sure your family has the SAS main phone number (909-384-4443) in case they need to contact you. If an emergency call is received, then SAS staff will notify you.

## **6. Late Arrival**

If you arrive late for your appointment, then the time that has elapsed from the original start time will be deducted from your allotted time. Your time will not be extended to make up for the amount of time that you are late. If 50% or more of your allotted time has elapsed before you arrive for your appointment (e.g., 30 or more minutes late for an hour-long test), then your test will be returned to your instructor.

## **7. Rescheduling Missed Tests**

If you want to reschedule a missed appointment, then you must initiate contact with your instructor for approval. SAS will only reschedule an appointment if we receive approval to do so from your instructor.

## **8. Breaks During Testing**

You must obtain permission from the SAS proctor prior to leaving the testing room for a break.

During breaks, you may not access any electronics (e.g., Smartphone, Apple Watch, text, email, etc.), written material, or communicate with anyone in-person.

If breaks ARE part of your approved accommodations, then your testing time will be paused while you are away from the room. You are allowed up to two breaks per hour, with each break lasting a maximum of 10 minutes.

If breaks are NOT part of your approved accommodations, then your time will continue while you are away from the room.

## **9. Academic Integrity**

Students are responsible for adhering to the Standards of Student Conduct (BP 5500; AP 5500: see links below). This includes refraining from all forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty, as well as any disruption to the educational process as defined in the Standards of Student Conduct.

Any student alleged to have violated the Standards of Student Conduct will be referred to the Student Conduct Office as defined in the Student Discipline Procedures.

If you are found in violation of the Standards of Student Conduct, your proctoring accommodations may be temporarily suspended.

## 10. Suspension of Accommodations and Appeal

If your test proctoring accommodations are suspended, then you have the right to appeal to have them reinstated. Additionally, you have the right to file a formal complaint regarding any allegations of failure to comply with the laws, regulations, and procedures regarding testing accommodations. To initiate an appeal, please contact the SAS Director to schedule an appointment. Every effort will be made to resolve issues informally to the satisfaction of all parties involved. However, if the matter cannot be resolved informally and you want to pursue it formally, then you may do so through the existing SBVC Student Complaint Process.

[https://cm.maxient.com/reportingform.php?SanBernardinoCCD&layout\\_id=11](https://cm.maxient.com/reportingform.php?SanBernardinoCCD&layout_id=11)

### Contact Information

If you have any questions or concerns regarding the SAS Test Proctoring Accommodations Policy and Procedures, then please contact Marty Milligan, SAS Director by email at [mmilliga@valleycollege.edu](mailto:mmilliga@valleycollege.edu) or by phone at 909/384-8949.

### Note

The word “test” in this document also refers to a timed “quiz,” “mid-term,” “exam,” “final exam,” and “in-class assignment.”

BP 5500: <https://sbccd.edu/about-sbccd/board-of-trustees/policies-and-procedures/view.php?lt=OZbrT3r7iwPAjaMvXqYhJW&next=%2Fpolicy%2F6437864%2Flatest%2F>

AP 5500: <https://sbccd.edu/about-sbccd/board-of-trustees/policies-and-procedures/view.php?lt=OZbrT3r7iwPAjaMvXqYhJW&next=%2Fpolicy%2F6437857%2Flatest%2F>