

<input type="checkbox"/> Fall 201__
<input type="checkbox"/> Spring 201__
<input type="checkbox"/> Summer 201__

Testing and Placement Center Test Accommodation Agreement

Testing accommodations by the Testing and Placement Center at Bakersfield College is a disability-related service provided as an extension of the academic courses in which you are enrolled in. All policies and procedures that apply to tests given in the classroom apply to the tests administered by the assessment center unless stated otherwise on your accommodation list provide by the DSPS Counselor.

- Each accommodation must be authorized by a DSPS Counselor on your Accommodation Checklist.
- A completed test accommodation form is needed from your Instructors for EACH test and quiz that is required for your class(es). It is required for students to turn in completed form and schedule their exam appointment at LEAST 3 days before their test if not earlier.
- Only pre-approved paper, notes, books, calculators, spell checkers, or other materials listed by your instructor will be permitted in the testing area.
- All tests/quizzes must be completed by the instructor’s specified date and time. If the test center cannot provide the required space and time for the exam, the testing staff will inform the instructor and request an approval for an alternative test date. If the student has a personal conflict with the instructor’s last date for the exam, the student must contact their instructor and make necessary arrangements and receive an updated and signed test accommodation form for the new date and time.
- Only pre-approved food or drink required for medical purposes will be permitted in the testing area. NOTE: water bottles are allowed for all

students. Water bottles should be placed under the table and away from computer equipment.

- Unauthorized or extended breaks will not be allowed during testing time. Students may not leave the testing/restroom area without approval from the Testing and Placement Center staff.
- All test materials will be returned to your instructor at the end of the exam day unless your instructor makes different arrangements.
- NO** cell phones or other electronic communication devices are allowed when testing. It is student's responsibility to turn off and turn in such devices to assessment staff upon check-in. All items turned in will be returned upon completion of the test.
- All tests taken in the Testing and Placement Center will be proctored by testing staff. Staff will monitor accommodations areas at any time while testing.
- The accommodation room door should remain accessible and open at all times.
- If any evidence of academic dishonesty (cheating) or use of cell phone, etc. is found, the test will be terminated immediately, and all materials will be taken. An irregularity report will be made immediately; course penalties and disciplinary action will be determined in accordance with standard policies and procedures stated in the Bakersfield College student catalog.

I have read and understand the conditions of this contract and agree to abide by the policies stated.

Student name (please print)

BC ID#

Student Signature

Date