



TESTING ACCOMMODATION GUIDELINES FOR STUDENTS

Students will:

- 1) personally deliver their Accommodations Authorization to their instructors at the start of the semester or at least one week before a scheduled exam. The Access Resource Center (ARC) recommends that students meet with their instructors during office hours to discuss accommodations during the first two weeks of the semester.
- 2) 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 or by emailing tcaccommodations@mpc.edu. If the Testing Center is closed, the testing appointment may be scheduled at the ARC front desk.

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

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

- 3) inform the Testing Center staff as soon as possible if a test is cancelled or if the day/time is changed.
- 4) arrive on time for testing appointments. If a student arrives late, their full amount of accommodation for the test may not be able to be provided. Students are expected to arrive and begin their exam within 10 minutes of the test appointment.
- 5) take care of personal needs prior to starting exams (bathroom, using cell phone, eating, etc.). Students may not leave the Testing Center during testing without staff approval. Additional time will not be added for breaks.
- 6) schedule appointments that allow enough time to complete an exam with authorized extended time, considering the Testing Center hours of operation.
- 7) take exams the same day as the class and as close to the scheduled time of the class as possible. The exam must be completed in one sitting. Exceptions to this must be negotiated between the class instructor and Testing Center staff.
- 8) confirm with the Testing Center staff when a testing appointment is made if an authorized accommodation of Kurzweil, assistive technology, a computer, reader, or scribe will be used for an exam.
- 9) keep their cell phones, other electronic devices, and belongings not required for test-taking turned off and stored in the storage area in the Testing Center.
- 10) have all materials approved by a Testing Center staff member before entering the testing room.
- 11) abide by MPC Academic Standards as described in the college catalog. No talking or communication between students is allowed in the testing room. The Testing Center is equipped with surveillance cameras. Students suspected of cheating will be subject to disciplinary action. If a cell phone is seen, it will be taken by a proctor until the exam is over. This occurrence will be noted by the staff member on the Proctor Form, which is returned to the instructor with the exam. If cheating is observed, whether involving a cell phone or otherwise, the test will be taken from the student and returned to the instructor with a report of what happened. The instructor will determine what the consequence will be.
- 12) ask a Testing Center staff member to print out typed essays or test responses, if using a computer as an approved testing accommodation.
- 13) tell a staff member immediately if any concerns arise in the Testing Center.
- 14) initial the Proctor Form to acknowledge that accommodations were provided as authorized, after the test is completed.

** 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 Monterey 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