

**FULLERTON COLLEGE
DISABILITY SUPPORT SERVICES (DSS)**

PROCEDURES FOR INSTRUCTORS UTILIZING DSS TESTING ACCOMMODATIONS

- * While it is the role of the instructor to assess knowledge of **all** their students, instructors may utilize DSS as a resource to assist them in delivering prescribed, mandated testing accommodations.
- * When instructors get timely requests from students to use the DSS test proctoring services, instructors either provide the accommodation themselves as prescribed by DSS **or** proceed as outlined below:
 1. The student should provide the instructor with a signed DSS “INSTRUCTOR LETTER,” (green-colored form) which will inform the instructor that the student has an active file with DSS and is entitled to services which might include test taking accommodations.
 2. At least one week before the test or quiz is scheduled to be taken; the student must give the instructor a goldenrod-colored form entitled “Fullerton College DSS Testing Facilitation Form.” The top portion of the form is to be completed by the student.
 3. The instructor completes the body of the form. Where it says, “The Class is permitted __hr(s) __mins for test,” make sure you indicate the amount of time the rest of the class has to take the test or quiz—the DSS office **will extend this time** based on the student’s approved extended time formula. The use of textbooks, notes, etc. are permitted *only* if these will also be used by the students in the classroom.
 4. The student and instructor should meet so they can discuss the portion of the test facilitation form completed by the instructor. This is to ensure that the student knows the following:
 - The materials that the instructor will allow the student to use with the test.
 - Any special directions or instructions that apply to the test.We ask that the instructor take particular care in completing their portion of this form because the directions given are the **only** ones the DSS test proctors have to guide them when administering a quiz or test.

NOTE: To ease the difficult task of proctoring over 3000 tests per year for close to 300 instructors, DSS asks that **instructors fill out a test facilitation form for each exam as DSS will no longer keep these forms on file.** This form will be returned with the completed exam.
 5. The instructor then signs the goldenrod, attaches the test or quiz to the form, and hand delivers the test or sends it by campus mail to DSS. **Please submit HARDCOPY exams to the DSS office no less than 24 hours prior to the test date** so that staff may properly log and prepare your exam in a secure and organized fashion. Electronic exam delivery is discouraged with the exception of exams that need to be converted into alternate format.

Note: Students should always take the test on the same day and time as the rest of the class. The only exceptions to this are if the instructor lectures before or after the test, or the class meets outside of DSS operating hours. The date and time the test was taken is logged in the DSS Testing Center and available to the instructor upon request.

Please note:

- Regular semester (fall and spring) hours of operation for test proctoring are:
Mon, Wed, Thu, 8:00 am – 4:30 pm; Tues, 8:00 am – 6:30 pm; and Fri, 8 – 11:30 am.
- Contact the DSS test proctor to make arrangements for assistance in providing class test accommodations outside of the above hours.
- DSS Testing Center phone: (714) 992-7127
- DSS Testing Center e-mail address: dsstestingcenter@fullcoll.edu
- Instructors have the option of providing the mandated accommodations themselves according to DSS instructions.