



Student Guidelines for DSPS Test Accommodations

In Disabled Student Programs and Services (DSPS) your Counselor, Learning Disabilities Specialist, or other professional authorized test accommodations for you. The appropriate accommodations are recorded in your file and you have a copy to show to your instructors.

Please follow these procedures each time you need test accommodations:

1. Discuss your need for testing accommodations with your instructor at the beginning of the semester or as soon as you are authorized to use them. Show your instructor your copy of the **Accommodations Checklist** that is signed by the DSPS professional. It is NOT necessary for you to discuss the details of your disability with your instructor. It may be best to see your instructor during office hours.
2. One week before each test, pick up a copy of the **Test Accommodations Form** from the **Accommodations Desk** in the southwest corner of the Learning Center (SS-135). Take the form to your instructor to complete, then return it to the Accommodations Desk at least **3 days** before the test. Regularly scheduled tests may be listed on one form. Call **395-4735** if you have questions.
3. Remind your instructor of the special testing arrangements before the test if possible.
4. You will be required to take the test on the same day as the rest of the class unless other arrangements are approved by your instructor.
5. If evidence of academic dishonesty (cheating) is discovered, the test will be terminated immediately and all materials will be confiscated by DSPS staff. The course instructor and Dean of Students will be notified immediately; course penalties and disciplinary action will be determined by them in accordance with standard policies and procedures stated in the Bakersfield College Student Handbook.
6. Your completed test will be returned to the instructor per the details on the Test Accommodations Form.