

CUYAMACA COLLEGE

Disabled Students Services & Programs



Test Proctor: Roberta Gottfried
Location: High Tech Center, Room C-114
Phone: (619) 660-4577
Hours: Monday – Thursday: 9:00 a.m. – 5:00 p.m.

STUDENT INSTRUCTIONS

HOW TO REGISTER FOR TEST PROCTORING

1. Bring your **current Academic Accommodation Form** to the Test Proctor in the DSPS High Tech Center, Room C-114.
2. Prepare a list of your classes, instructors' names, and section number.
3. The Test Proctor will complete a **blue DSPS Exam Accommodation Form** for each class. The form is only valid for the current semester.
4. Take the form to your instructor, who will complete the bottom section, sign it, and return it to you. The student must return the signed form to the Test Proctor **within 5 days**.
5. ***The signed Exam Accommodation Form must be on file with the Test Proctor before test appointments are scheduled.***
6. TEST APPOINTMENTS MUST BE SCHEDULED **5 WORKING DAYS IN ADVANCE** FOR REGULAR TESTS AND **10 DAYS IN ADVANCE FOR FINALS**.
7. **To make an appointment:** come to the Test Proctoring Office in C-114; or call the Test Proctor at (619) 660-4577; or email roberta.gottfried@gccd.edu

Student Responsibilities

1. **Bring all supplies** that are allowed by your instructor, such as scantrons, pencils, pens, calculators, blue books and scratch paper. **DSPS does not provide any supplies.**
2. **Be on time for your appointment.** If you are unable to keep your appointment or will be late, call the Test Proctor at (619) 660-4577.
3. **If you miss two test appointments** testing services will be suspended until you meet with the DSPS Coordinator.