

## Student Guidelines for Testing Accommodations

1. You are responsible for requesting your testing accommodations every semester. The Request for Accommodations form can be found on the A.R.C. website ([www.Grossmont.edu/arc](http://www.Grossmont.edu/arc)). If assistance is required, please contact us.
2. You must make an appointment for each test **at least one calendar week** before your class is scheduled to take it; otherwise, a test appointment may not be available when you need it. To ensure availability for final exams, we will start scheduling appointments 1 month in advance. If you schedule all of your semester quizzes and exams, please notify the Testing Center of any updates or changes.
3. You must be on time for your test appointment. If you are not, we may not be able to accommodate you, and you may need to reschedule your test. It is recommended to check in a couple of minutes early to ensure that you can begin on time.
4. Personal belongings, such as: backpacks, bags, purses, etc. must be stored away in a Testing Center locker prior to your test. Only the materials authorized by your instructor (as indicated on the test proctoring/accommodations form) will be allowed at the testing station. **CELL PHONES AND/OR ELECTRONIC EQUIPMENT OF ANY KIND WILL NOT BE ALLOWED IN THE TEST ROOM.** Cell phone use will NOT be allowed at any time during your entire test appointment.
5. No outside food or drinks will be allowed in the test room, unless authorized by a counselor as part of your accommodations. Drinking water will be provided.
6. If, for any reason, you need to leave the testing station/room, please go directly to the Testing Center check in counter to speak with staff.
7. If you are unable to come for a scheduled appointment, please call or email the A.R.C. Testing Center to cancel or reschedule. You may need your instructor's permission **before** you can reschedule a quiz, test, or exam.
8. The A.R.C. test facilitator will administer your test according to instructor guidelines, as indicated on the test accommodation form and/or the test itself. **NO EXCEPTIONS** will be made.

We at the A.R.C. look forward to assisting you with your accommodations. Please contact the Testing Center directly if you have any questions or concerns.

Please Read Before Signing:

I, \_\_\_\_\_ have read, understand, and agree to follow the above procedures for test accommodation through the Accessibility Resource Center and have received a copy of this agreement.

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Student Signature

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Student ID

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Date

**A.R.C. Testing Center • 619-644-7120**  
**Grossmont.ARC.Testing@gcccd.edu**