

Contact the Student Services Office Manager (SSOM) to schedule your appointment.

- a. Kingman – BeKaye Killer, 928-757-0815
- b. Bullhead City – Denielle Percifull, 928-704-4390
- c. Lake Havasu City – Kevin Smith, 928-505-3348
- d. Colorado City – Kim Naylor, 928-875-9124

Scheduled Test Date & Time: \_\_\_\_\_

Scheduled Testing Location: \_\_\_\_\_

**Student Section (deliver to class instructor)**

Student's name: \_\_\_\_\_ Student MCC ID: \_\_\_\_\_

Course Title/Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Instructor's Contact Email & Phone: \_\_\_\_\_

Comments: \_\_\_\_\_

**Instructor Section (deliver form and test to SSOM)**

Student Testing Conditions: *(please check all that apply)*

Open Book  Open notes  Calculator allowed  3X5 card allowed

Time limit of test (included extended time if necessary): \_\_\_\_\_

Student should have use of the distraction reduced environment room

Stand and/or sit as necessary

Break to use restroom as necessary

Assistive Technology will be used (explain): \_\_\_\_\_

Food and/or drink permitted per approved accommodation.

Other (explain): \_\_\_\_\_

**SSOM Section (return completed form to Accommodation Services)**

Test Start Time: \_\_\_\_\_ Test End Time: \_\_\_\_\_

Date test was returned to instructor/ method of delivery: \_\_\_\_\_

Testing Proctor Signature: \_\_\_\_\_

The facilitation of testing accommodations is the responsibility of the instructor. Extended testing time accommodations should be facilitated by the instructor automatically for all tests administered via the Learning Module System (LMS) after receiving the student's Accommodation Request Form (ARF) notification. Students do **not** have to request the use of extended time for each test. Training requests or questions regarding how to facilitate extended testing time in the Learning Module System (LMS) should be directed to Accommodation Services.

For exams not administered via the LMS, instructors should facilitate testing accommodations (including extended testing time) before, during, or after the scheduled class time. If a student has an accommodation to test in a distraction reduced environment or is unable to meet with the instructor due to scheduling conflicts, the student may request to use the testing center as necessary.

Steps to request use of the testing center for a student with approved accommodation.

1. Student must schedule an appointment with the Student Service Office Manager.
2. Student will provide instructor with notice of scheduled testing time/location and a copy of the testing accommodation form with the student portion completed.
3. Instructor will provide test and copy of the testing accommodation form with the student and instructor portions completed to the appropriate office manager.
4. Office manager will return completed exam to instructor and the completed testing accommodation form to Accommodation Services.

**Late Arrivals:** If a student is more than 30 minutes late for a test, the testing center may not be able to administer the test. It is the student's responsibility to communicate with the instructor and office technician to reschedule the appointment.

**Ethics/Cheating:** Students are expected to complete tests in a fair and ethical manner. The testing center adheres to Mohave Community College's Student Honor Code regarding cheating (see the Student Code of Conduct).

Questions or concerns about the use or implementation of testing accommodations should be forwarded to Accommodation Services at [Access@mohave.edu](mailto:Access@mohave.edu) or by phone at 928-758-1405.