



CENTRAL PIEDMONT COMMUNITY COLLEGE

DISABILITY SERVICES TESTING CENTER

Central Campus – Room 201

Instructional Lab Facilitator(s)

Phone: 704-330-2722 ext. 3462 or 704-330-6621

Email: dslab@cpcc.edu

INSTRUCTOR RESPONSIBILITIES:

- Tests must be signed into Disability Services at least one business day prior to the test date.
- **TEST ENTRY FORM** needs to be completely filled out and submitted/attached along with the test.

Online Testing:

- If an instructor needs help extracting text from an online test, assistance converting text, or increasing the time limit to take the test please contact e-Learning:
 - Ext: 6111 or email: idev@cpcc.edu.
 - URL: www.cpcc.edu/elearningcommunity?searchterm=elearning and/or www.cpcc.edu/distance

STUDENT RESPONSIBILITIES:

- Students must schedule testing with the Instructional Lab Facilitator **at least one (1) week before scheduled tests.**
 - If **less than** one week's notice is given with a **reasonable** explanation, **an exception will be considered.** This exception can only be applied IF there is staff and space available; we will do our best to accommodate the shorter notice. Note that the **“WARNING, PROBATION, SUSPENSION”** measures as outlined below for “No Shows” **will apply to any exceptions.**
- All tests need to be completed one (1) hour before the DS office closes. No tests will be issued at this time.
- **Students are responsible for scheduling enough time to take tests.** If the student has not completed the test by the end of their reservation, they will **not** be able to complete the test with DS (*unless arrangements were made **prior to the start of the test***).
- Students are not allowed to drop off any tests; they must be delivered by instructors.

DISABILITY SERVICES TESTING GUIDELINES

- If you are taking a test in Disability Services (DS) or other testing location and you experience any problems or feel that you did not appropriately receive your academic accommodations, please notify the testing administrator **immediately.** It is advisable to also contact your Disability Counselor. **Please do not wait until you have finished the test or after it has been graded.**
- Always respect the privacy of others testing in the room.
- When using the computers in DS Testing Center for testing, you must use your own CPCC login.
- If you are **30+ minutes late** for a testing appointment, **it will count as a “NO SHOW”** and you will have to reschedule with the Testing Facilitator. If you are unable to schedule by the instructor's deadline, **you** will have to request an extension from the instructor; if s/he allows an extension, it must be communicated by the instructor to DS.
 - The **first NO SHOW** will count as a **WARNING.**
 - The **second NO SHOW** will place your testing privileges on **PROBATION.**
 - The **third NO SHOW** will result in **SUSPENSION** from testing privileges in the DS area (this does not apply to the general Testing Center – they have their own rules) for the remainder of the term.
- Because of a shortage of space and staff, we have adopted a **“zero tolerance”** policy after the third NO SHOW (Suspension).

My signature below indicates that I have read and understand these guidelines.

Student Printed Name: _____

Date: _____

Student Signature: _____