In order to maintain academic integrity, students must adhere to the following exam procedures:

1. **Students must schedule exam appointments a week in advance (5 business days).** Students are advised to remind instructors that exams will not be accepted unless the exam check sheet is completely filled out.

2. Students must present the test envelope and exam check sheet before the scheduled date of the exam to the instructor.

3. DSP&S will not accept exams delivered by students. Any exception must be approved by DSP&S faculty or dean of the DSP&S department.

4. Students are responsible to make prior arrangements with Access Para Transit, work, other instructors, doctor appointments, family, etc. that might conflict with testing appointment and time.

5. Students must arrive on time for exams. Late arrivals will not be accommodated. Once an exam is started, it must be completed.

6. **Same day testing appointments are not allowed.** Students are required to bring their own supplies (i.e., paper, pencils, scantrons, etc.).

7. **Cheating will not be tolerated.** (See LACCD Code of Conduct). If a student is suspected of violating the LACCD Student Code of Conduct, the administration of the exam will be terminated and the exam will be returned to the instructor. Academic dishonesty can result in suspension of DSP&S services and referral to the college disciplinarian.

8. All books, papers, purses, backpacks, and cell phones must be placed away from the testing area. Please bring only what is necessary for your exam.

9. All instructions outlined on the test envelope and the Academic Accommodation Agreement must be followed. Additional accommodations must be authorized in advance.

10. Cell phone use is prohibited inside of DSP&S testing area unless specified in student’s AAA.
11. Eating or drinking is not allowed inside of DSP&S test proctoring rooms unless specified in student’s AAA.

12. The instructor may administer the exam utilizing the accommodations checked on the Academic Accommodation Agreement. These arrangements must be made with the instructor prior to the exam.

13. Students have the right to refuse their accommodations and take any exam in the classroom. However, if the student chooses that method, they will not be able to retake the examination with accommodations if receiving an unsatisfactory grade.

14. Students must follow all policies and procedures or DSP&S services may be suspended.

Signature________________________________________________ Date_______________