

This is the email you will receive from DSPS notifying you of your students request for alternate testing!

Dear Professor *Stephenson*,

I am reaching out on behalf of our DSPS student to provide some information regarding their approved extended testing time accommodation for your class. Please see below for information on your student's testing accommodation:

**Doe, John C01234567**

Class: **HIST 100** CRN: **44444**

Accommodation Request: **time and a half (1.5x)**

Students name, ID#, Class, CRN# and DSPS approved testing time will be listed on your email from DSPS.

### **Instructor Action Item:**

#### **Online Exams (Canvas & ALEK)**

Complete the top section of the [Blue Form](#) and select Canvas/ALEK as the exam type. Confirm that the quizzes and exam times have been adjusted to reflect the extended time listed above. Electronically sign the form at the bottom and click submit. DSPS will be informed if you will extend the students time or if you're requesting our assistance.

#### **In-Person Exams**

Complete the [Blue Form](#) in its entirety.

For in-person and online exams, click on the Blue Form link to be taken to the electronic Blue Form.

**(\*Important- Instructors only need to complete one Blue Form for each CRN#. We will utilize the same Blue Form for all DSPS students enrolled in that CRN#. You no longer need to complete a Blue Form for each student. If you have already completed a Blue Form for this CRN, then please disregard this email.)**

For instructions on adjusting quiz/exam times for students, please click here [Extending Testing Times on Canvas](#). Please be aware that adding extra time solely through the "moderate this quiz" feature will not give the student extra time if there are specific start and end time parameters in the "Edit" quiz feature.

**\*Reminder that all information pertaining to the DSPS student must be kept confidential and every effort must be made to preserve the privacy of the student.**

Thank you and I look forward to hearing from you.

Best Regards,

**Thomas** Stephenson  
Disability Services Associate



## DSPS Testing Accommodation Request (Blue Form)

**IMPORTANT:** DSPS no longer needs a Blue Form for each student. If you have multiple DSPS students enrolled in the same CRN/Class, then you only need to complete one Blue Form for all your students.

Instructor First Name  Instructor Last Name  Phone

Email  Semester  Year

CRN \*  Class  Class Start Time

Which days do you have class?

- Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

Tests type \*

Permissible Testing Support (check all that apply):

- Open Book  Open Notes  3x5 Card  Dictionary  Calculator  Other

### Exam Schedule Preference:

Date: \*

Time \*

Is the student allowed to reschedule if they request to do so in advance? \*

If the student arrives late to the scheduled exam, how would you like DSPS to handle?

(A 10 min late rule will be implemented if left blank)

\*

### How much time are you giving the students in the class to complete each of the following?

**Please enter the time in minutes.**

(We will make the calculations for extra time at the DSPS Office)

Quizzes  Exams  Midterm  Final

If known, please indicate the dates and exam type below for all your quizzes and exams. (e.g 11/01/2020, Quiz)

If applicable, please provide DSPS with the dates of your quizzes and exams.

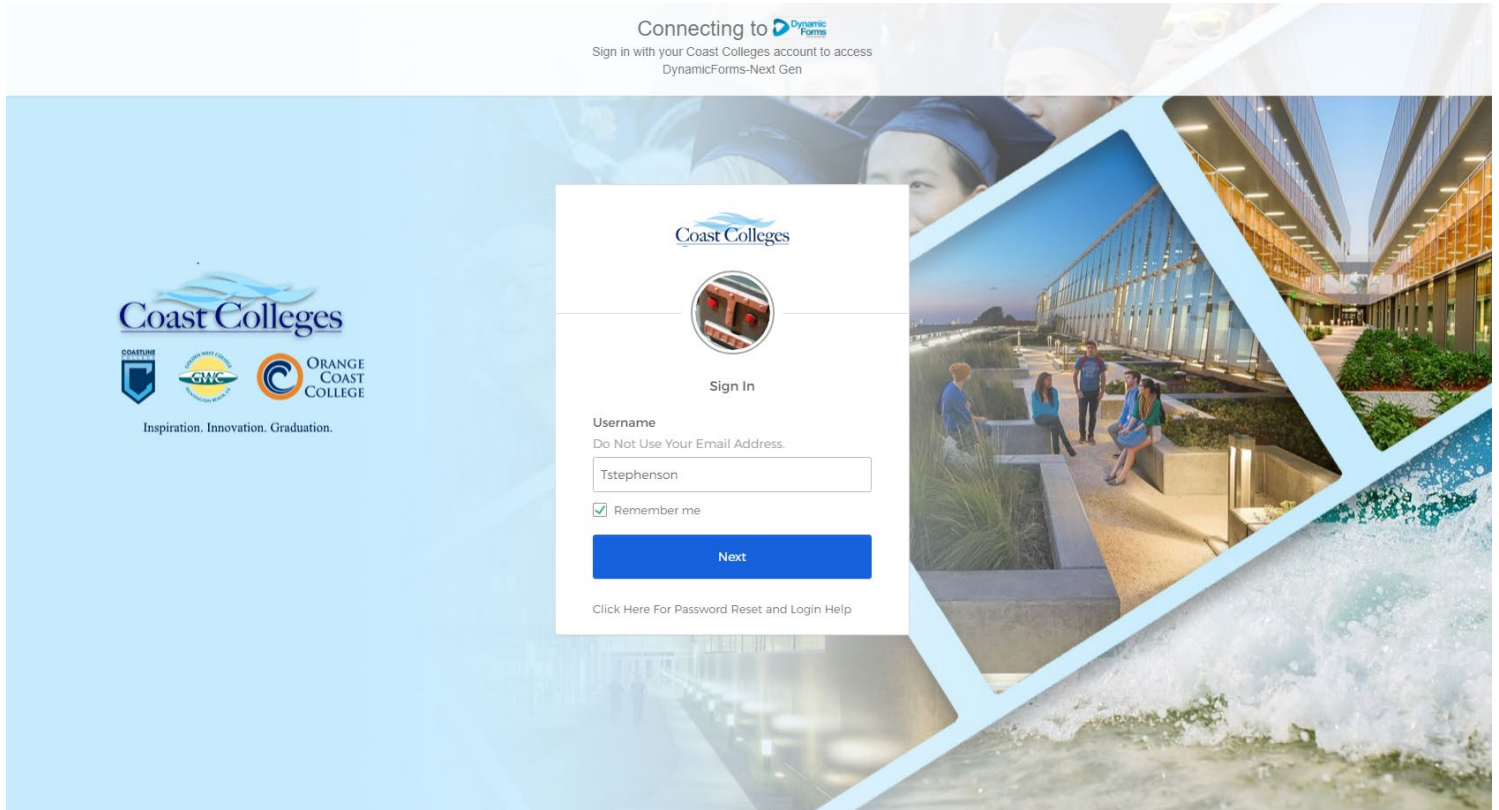
### Exam Delivery Preference:

\*

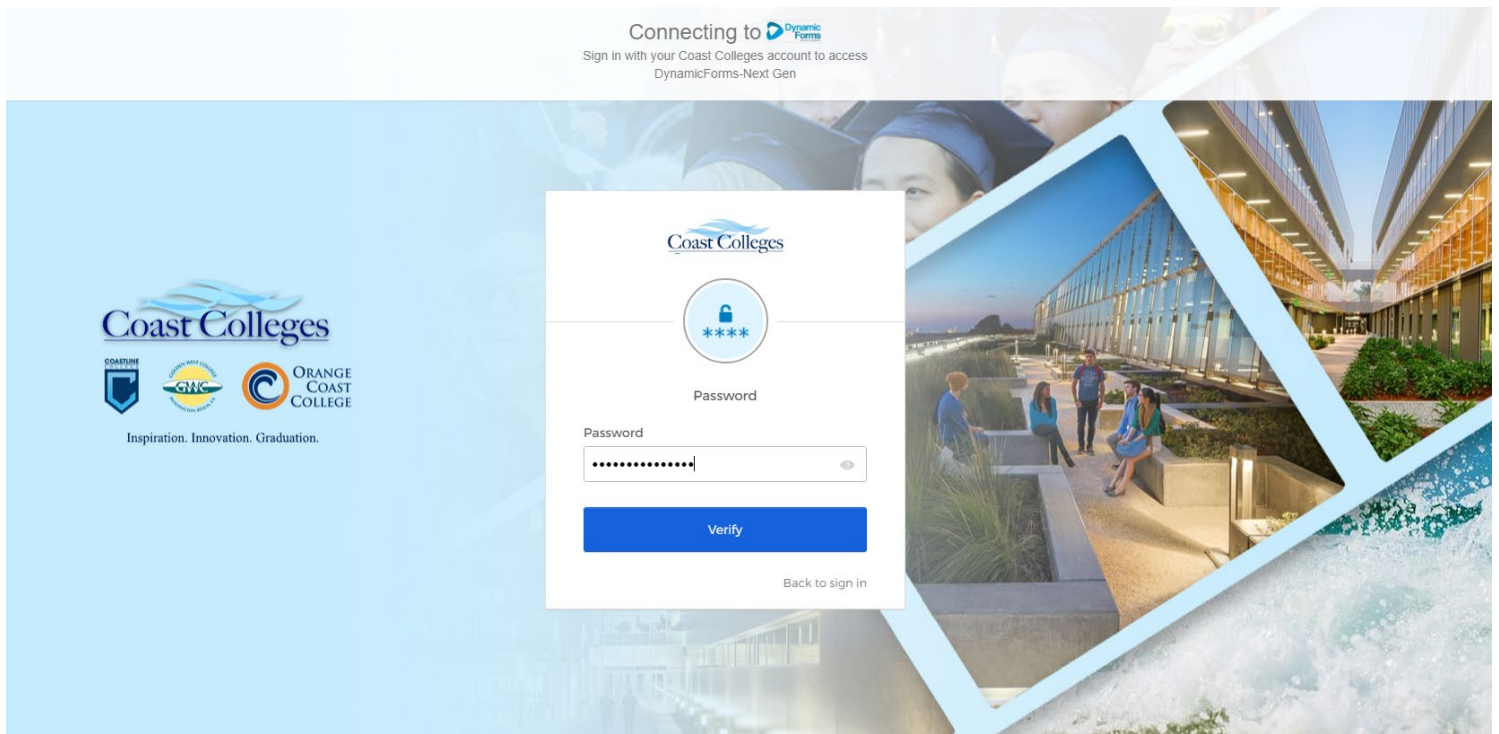
### Exam Return Preference:

\*

### Additional Instructions:



- Input your MYGWC Username



- Input your MYGWC Password



## DSPS Testing Accommodation Request (Blue Form)

**IMPORTANT:** DSPS no longer needs a Blue Form for each student. If you have multiple DSPS students enrolled in the same CRN/Class, then you only need to complete one Blue Form for all your students.

Instructor First Name  Instructor Last Name  Phone   
Email  Semester  Year   
CRN \*  Class  Class Start Time   
Which days do you have class?  
 Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

- Complete top portion of the Blue Form with all necessary class and contact information. We strongly encourage you to provide your cell phone number so we can get a hold if any exam issues or student questions arise.  
**\*\*Your phone number will be kept confidential and not be given out to students. \*\***

Tests type \*

Permissible Testing Support (check all that apply):

Open Book  Open Notes  3x5 Card  Dictionary  Calculator  Other

- Next select the exam type Canvas, In-Person, Canvas/In-Person, and Other

Tests type \*

Permissible Testing Support (check all that apply):

Open Book  Open Notes  3x5 Card  Dictionary  Calculator  Other

Explain Other \*

- In-Person was selected, this means the Blue Form must be completed in its entirety. Select testing support that the students will have available to them.

**Exam Schedule Preference:**

Date: \* -- Please Select --

Time \* -- Please Select --

Is the student allowed to reschedule if they request to do so in advance? \* -- Please Select --

If the student arrives late to the scheduled exam, how would you like DSPS to handle?  
(A 10 min late rule will be implemented if left blank)

\* -- Please Select --

- Date- Provides DSPS with when the student can schedule their exams with DSPS. (e.g. The student must take the exam on the same day as the class).
- Time-Provides DSPS with the time that the student can begin their exam (e.g. The student must take the exam early in order to be back to class for lecture).
- Reschedule- Do you allow the student to reschedule with DSPS or do you prefer they discuss this with you first?
- Late Arrival- How would you like DSPS to handle students that arrive to their exam late? (e.g. If more than 10 minutes late do not allow them to test)

**Exam Schedule Preference:**

Date: \* The student must take the exam on the same date as the rest of the class (DSPS will schedule based on syllabus).

Time \* Student must begin exam before class in order to return to class for lecture.

Is the student allowed to reschedule if they request to do so in advance? \* No

If the student arrives late to the scheduled exam, how would you like DSPS to handle?  
(A 10 min late rule will be implemented if left blank)

\* After 10 min. late, do not allow to take exam.

**How much time are you giving the students in the class to complete each of the following?**  
Please enter the time in minutes.  
(We will make the calculations for extra time at the DSPS Office)

Quizzes  Exams  Midterm  Final

- Provide DSPS with the quiz and exam times that the students receive in class.  
**\*\*Please don't include the extended time, as DSPS will take care of the extended time on our end. \*\***

If known, please indicate the dates and exam type below for all your quizzes and exams. (e.g 11/01/2020, Quiz)

If applicable, please provide DSPS with the dates of your quizzes and exams.

Exam Date	Quiz or Exam
<input type="text" value="02/14/2023"/>	<input type="text" value="Quiz"/>
Exam Date	Quiz or Exam
<input type="text" value="03/22/2023"/>	<input type="text" value="Exam"/>

- If known please provide DSPS with the dates of all exams and quizzes, as this will help us ensure students are scheduling their exams/quizzes correctly.

Exam Delivery Preference:  
 \* -- Please Select --

Exam Return Preference:  
 \* -- Please Select --

- Exam Delivery Preference- How will you deliver the exam to DSPS for the student to take in our office? (e.g. I will email exam to [dsp@gwc.cccd.edu](mailto:dsp@gwc.cccd.edu)).
- Exam Return Preference- How would you like DSPS to return the completed exam to you? (e.g. I will pick up the exam from the DSPS office).

Exam Delivery Preference:  
 \* I will email the exam to [dsp@gwc.cccd.edu](mailto:dsp@gwc.cccd.edu).

Exam Return Preference:  
 \* I will pick up exam from the DSPS Office

Additional Instructions:

Date

(click to sign)

Instructor Signature

Submit Form

- Lastly, provide any additional instructions that you think DSPS will need to know to ensure a smooth exam proctoring service.
- Once the Blue Form is completed in its entirety, then electronically sign, and submit the form.



Your form has been completed!

[View Form PDF](#)

- Congratulations, you have successfully completed the Blue Form for a DSPS student who will be taking their exams in-person at the DSPS office. The completed Blue Form can be saved for your records by clicking on “View Form PDF”.

If you should have any questions regarding this process, please don't hesitate to contact DSPS by calling us at (714) 895-8721 or emailing [dsp@gwc.cccd.edu](mailto:dsp@gwc.cccd.edu).