APPOINTMENTS:

- → Test Proctoring Requests have to be submitted <u>5 days in advance</u>.
- → No walk-in test proctoring will be accommodated.

GUIDELINES:

- → Tests must be taken during scheduled class time unless there is a time conflict.
- → Breaks are allowed only when they are an approved accommodation.
- → NO cheating will be tolerated.

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- The student having a medical emergency
- → It is the student's responsibility to contact the instructor for any change to their TP appointment due to a medical emergency.

EVENING CLASSES:

If the exam takes place after DSPS office hours you will need to communicate with your instructor and DSPS Staff to agree on a different time.

ONLINE COURSE:

If you will require an exam to be in written format, you must let the DSPS Office know and follow standard appointment request procedure.

ALTERNATIVE MEDIA REQUEST:

Request exam in alternate media by calling 760-355-6406 or email dsps@imperial.edu.