

## DSS TESTING FLOW CHART

Student meets with Jane Showalter to discuss test accommodation needs, discuss the available options (instructor provided accommodations or accommodations through the testing office) and complete accommodation letter and testing agreement.



Student meets with each instructor at the beginning of each quarter . The instructor fills out the testing agreement . The instructor must decide whether or not they are going to handle the accommodated testing in the classroom or if they are going to use the testing center to administer their test with accommodations.



Instructor provides testing accommodations without the testing center's services.



Instructor and student decide to use the testing center's services to provide accommodations.



Instructor fills out testing agreement including the information needed to deliver the test with the accommodations.  
Students schedule their test with the testing center. Students may e-mail at [testing@spscc.ctc.edu](mailto:testing@spscc.ctc.edu), come in person to enrollment services or call the voice mail 360-754-7711 x .



Instructor delivers test. The test can be dropped off in enrollment services, can be faxed to the testing center 360-596-5720, or can be e-mailed to the testing center e-mail. All tests must have a completed proctor form attached.



Student takes test with accommodations.



Test is returned to instructor as directed- pick-up in person or delivered directly to instructor's mailbox.