

QUICK Reference Guide to Requesting Exam Accommodations

This guide is designed to show you the basic steps in requesting exam accommodations. It does not replace the exam accommodation contract in the DSP Services Portal under the "Your Services" tab as well as in the DSP online system manual for students at <http://dsp.sa.ucsb.edu/current-students/request-forms>. Don't hesitate to contact your Disabilities Specialist or call 805.893.2668 if you have any questions.

Step 1: Submit Instructor Letters

Submit instructor verification letters by selecting the "Instructor Letter" tab in the DSP system and following the prompts. The purpose of this step is to notify the instructor about which exam accommodations have been approved for you. You only need to submit this request once per class per quarter.

- Keep in mind that this step only verifies for the instructor that you are eligible to receive specific exam accommodations. *No action will be taken at that point.* To receive those accommodations, you must submit proctor requests as well.

Step 2: Submit Proctor Requests

You need to submit one proctor request for *each exam*. To submit a request: (1) select the "Proctor Request" tab in the DSP system, (2) click on the calendar icon and (3) choose the exam date—consult your syllabus, the class' online website, GauchoSpace or your instructor for exam date information.

- It is strongly recommended that you submit proctor requests for all of your tests (including quizzes, pop quizzes, midterms and finals) as soon as *possible in the beginning of the quarter* to ensure that the professor, department and DSP have the best opportunity to accommodate your exam accommodation requests.
- It is your responsibility to ensure that your online proctor requests get completed in time for DSP to find a proctor if needed. *DSP needs completed proctor requests from your instructor or DSP proxy at least 10 days to guarantee a proctor can be hired.*

Step 3: Contact Your Instructor

After you submit your proctor requests online, it is strongly recommended that you meet with your instructor during their office hours and let them know that you are part of DSP and have submitted proctor requests online. You can refer them to DSP if they have any questions.



- If you are taking the exam with a DSP proctor in an alternate exam setting, we recommend asking the instructor how clarification questions will be handled during exams.
- If you have any exam time conflicts, contact your instructor *before submitting the proctor request* online to discuss an alternate exam time that best fits your schedule. To prevent such conflicts, we strongly recommend you enroll in classes with enough time between the classes and check the exam schedule in GOLD at the time of registration.
- The instructor might send you to another person in the department who is referred to as the "DSP Proxy" to complete the instructor's portion of the proctor request. This could include any departmental staff such as undergraduate advisors or Teaching Assistants.

It's important that you regularly monitor the progress of your exam accommodations online. Once the instructor or the designated DSP Proxy completes their portion of the proctor request, it will move from the "Proctor Request" tab in the DSP system to the "Completed Requests" tab.

Step 4: Check Completed Requests

It is your responsibility to keep monitoring the status of your exam accommodations online by clicking on the "Completed Requests" tab once you have logged in.

If your exam is listed under "Filled Requests," that means your exam accommodations are set up.

Click on "view request" tab next to your exam to check:

- **Start and End times** of your exams to make sure you know what time to take your exam and to make sure the appropriate amount of time is indicated. If the time allotted for your exam does not reflect the extended time you are approved for, you need to contact your instructor in order for any changes to be made.
- **Exam Location** so (1) you know where to go and (2) you can make sure it's a suitable test environment (not the break room or the library, for example).

"Unfilled Requests" refers to exams where DSP has not yet hired a proctor--you need to set up alternate arrangements with your instructor or take the test with the rest of the class if DSP cannot hire a proctor in time. "Completed Accommodations" refers to tests that have already been taken.

Step 5: On the Day of Your Exam

On exam day, be sure to check the arrangements in the DSP system again under the "Completed Requests" tab to ensure that no last minute changes were made. Be sure to **bring your ID and all appropriate test taking materials with you** to the alternate exam location indicated in the DSP online system. Do NOT go to the pick-up location or the course classroom. The DSP proctor will pick



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up and drop off exams. Contact DSP immediately problems with the administration of your exam by calling the DSP front office 805.893-2668.