

ALTERNATIVE TESTING CHECKLIST

PROCTOR:

- I understand a proctor will be present to oversee my exam.
- I would like the proctor to remain in the testing space for the duration of my exam.

READER:

- I was approved for the accommodation of a reader.
- I would like my proctor to read my exam aloud.
- I would like to use a screen reader or adaptive software to read my exam aloud.

SCRIBE:

- I was approved for the accommodation of a scribe.
- I would like to request a scribe during my testing sessions.
- I understand my scribe will present my information exactly as it is communicated. All of my responses will be recorded authentically.
- I understand it is my responsibility to read my scribe's transcript before submitting any assignment/exam. I acknowledge that proper grammar, spelling, and punctuation is my responsibility. I understand that not checking for proper grammar, spelling, and punctuation may impact my final grade on the assignment/exam.

ACKNOWLEDGEMENTS:

- I understand that a reader and/or scribe is available to me.
- I **decline** a reader/scribe at this time.
- I understand it is my responsibility as a student registered with Disability Resources & Services (DRS) to alert the DRS team of any changes to my needs. I understand I can choose to alter my Alternative Testing Checklist at any time.

NOTES:

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Post-secondary Disability Resource and Services Offices are transitioning to a resource-oriented model. This transition is compliant with ADA regulations, as amended in 2008, and in alignment with emerging models of student development theory and disability philosophy. Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.