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)**

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.
(*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 [-- Choose -- ▾]　Year [   ]

Class [   ]　Class Start Time [   ]

CRN * [   ]

Which days do you have class?

☐ Mondays　☐ Tuesdays　☐ Wednesdays　☐ Thursdays　☐ Fridays

Tests type * [-- Please Select -- ▾]

Permissible Testing Support (check all that apply):

☐ Open Book　☐ Open Notes　☐ 3x5 Card　☐ Dictionary　☐ Calculator　☐ Other

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 -- ▾]

How much time are you giving the <u>students in the class</u> 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)

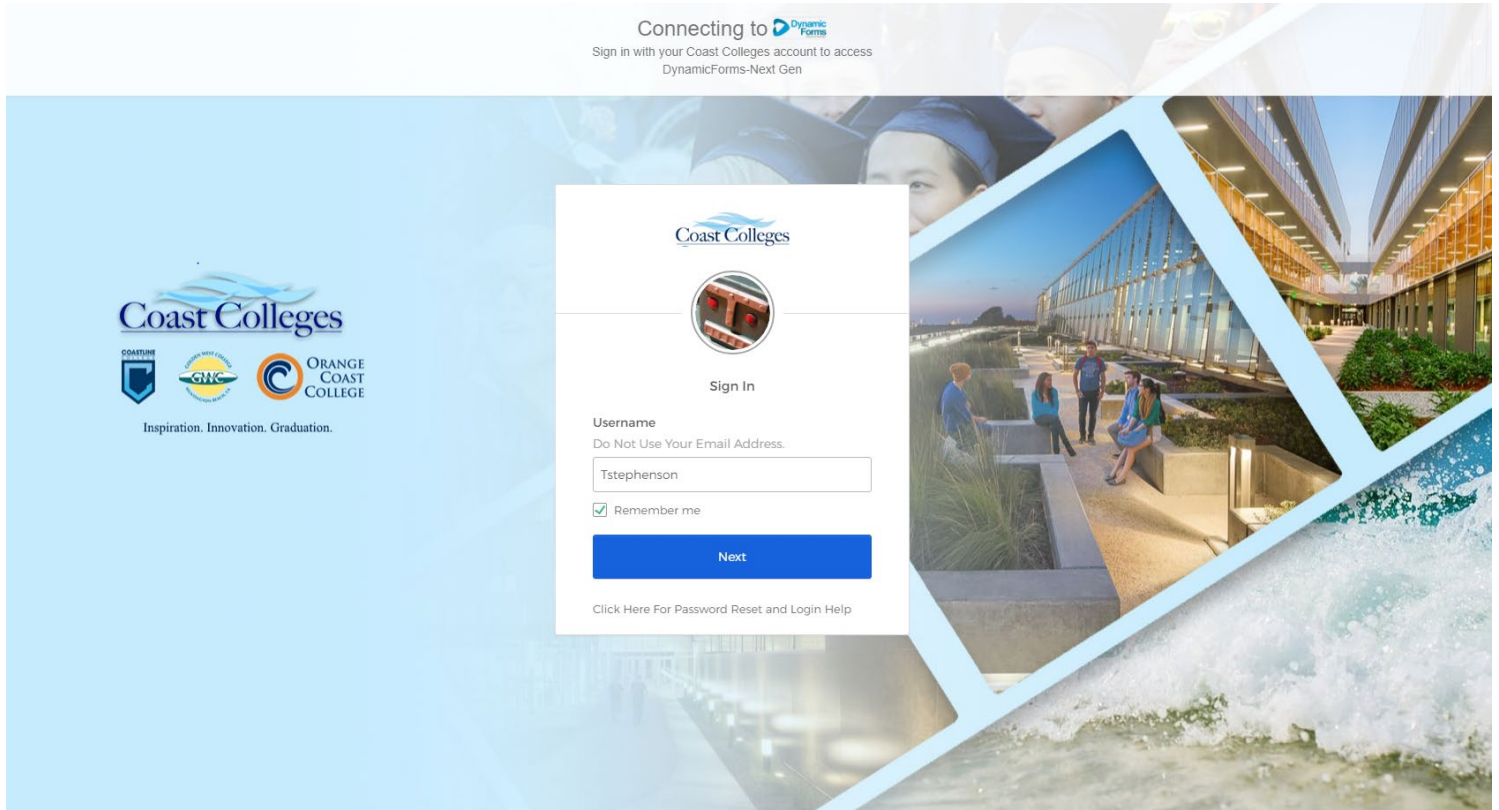If applicable, please provide DSPS with the dates of your quizzes and exams. [▾]
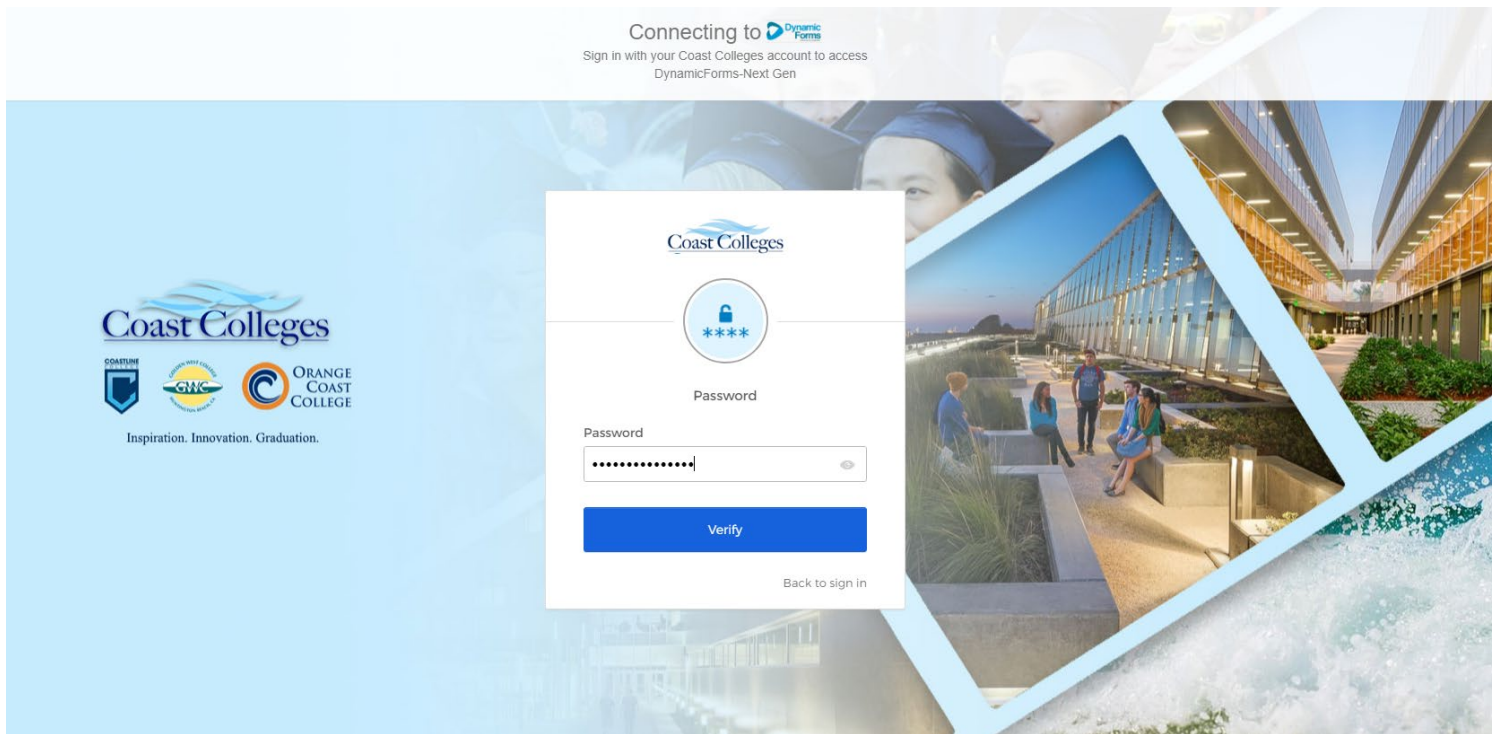
Exam Delivery Preference:
* [-- Please Select -- ▾]

Exam Return Preference:
* [-- Please Select -- ▾]

Additional Instructions:
[   ]

- Input your MYGWC Username

- Input your MYGWC Password

GOLDEN WEST COLLEGE
Disabled Students Programs & Services
dsps@gwc.cccd.edu or (714) 895-8721

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: Thomas   Instructor Last Name: Stephenson   Phone: (714) 562-2356

Email: tstephenson@cccd.edu   Semester: Spring   Year: 2023

CRN *: 44444   Class: HIST 100   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 *: -- Please Select --

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

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Tests type *: Canvas

How will your student's quizzes and exam times be extended? *: -- Please Select --

If you are unfamiliar with how to adjust the quiz/exam times for this student, instructions can be found at the following link: 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.*

Should you require DSPS assistance in providing this accommodation, please be aware that DSPS is unable to extend testing times through third-party applications, or for quizzes/exams that are unpublished.

If you would like DSPS to extend test times, please publish exams and then let us know by emailing dsps@gwc.cccd.edu granting us permission, the class name, and CRN#.

- Canvas was selected, this means the exams/quizzes are online and the only thing left to confirm is the that the students exam/quiz times reflect their DSPS approved accommodations.

- How will your student's quizzes and exam times be extended? (e.g. I, the instructor, will extend my students quiz/exam time)
- An email will be sent to DSPS notifying us that the students exam time has been adjusted or that you are requesting DSPS's assistance with changing your students exam/quiz time in your Canvas shell.

Date
_____

(click to sign)

Instructor Signature

Submit Form

- Once the Blue Form is completed in its entirety, then electronically sign, and submit the form.

GWC
OCEANS OF OPPORTUNITY

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 online. 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 dsps@gwc.cccd.edu.