



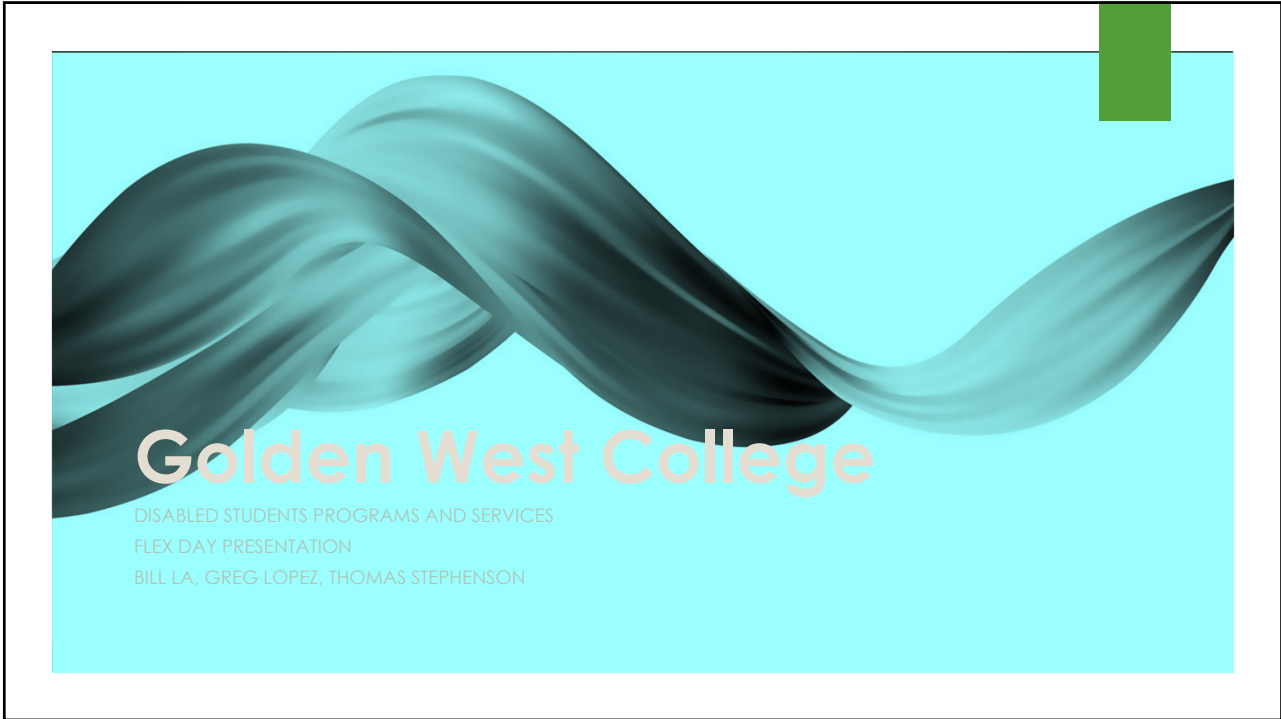
Welcome!

❖ Please scan the QR Code to Sign in



A slide with a dark green header and a white body. The header contains the word "Welcome!" in white. The body contains a QR code and the text "Please scan the QR Code to Sign in" with a small green diamond icon. There are blue circular shapes at the bottom of the header and a green square in the top right corner.

1



Golden West College

DISABLED STUDENTS PROGRAMS AND SERVICES
FLEX DAY PRESENTATION
BILL LA, GREG LOPEZ, THOMAS STEPHENSON


A slide with a light blue background and a dark teal wavy graphic. The text "Golden West College" is in large orange letters. Below it, in smaller teal letters, is "DISABLED STUDENTS PROGRAMS AND SERVICES", "FLEX DAY PRESENTATION", and "BILL LA, GREG LOPEZ, THOMAS STEPHENSON". There is a green square in the top right corner.

2

Testing Accommodations

- ❖ Email sent to the professor regarding students testing request
- ❖ Link in the email to access Blue Testing Form
- ❖ Complete the blue form and submit back to DSPS

3



Dear Professor (*Instructor LastName*),

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:

Test Student, 10T
Class: (Class) CRN: (CRN)
Accommodation Request:

Instructor Action Item:

Online Exams (Canvas & ALEK)
 Complete the [Blue Form](#) and select Canvas as the exam type. Confirm that the quizzes and exam times have been adjusted to reflect the extended time listed above.

In-Person/Canvas 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 for 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
 Disabled Students Programs & Services (DSPS)
 Golden West College - (714) 895-8721



4

DSPTS Testing Accommodation Request (Blue Form)

IMPORTANT: DSPTS no longer needs a Blue Form for each student. If you have multiple DSPTS 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: Year: _____
 CRN: _____ Class: _____ Class Start Time: _____ Class End Time: _____

Which days do you have class?
 Mondays Tuesdays Wednesdays Thursdays Fridays

Tests type:

Permissible Testing Support (check all that apply):
 Open Book Open Notes 3x5 Card Dictionary Calculator Other

Exam Schedule Preference:
 Date:
 Time:
 Is the student allowed to reschedule if they request to do so in advance?
 If the student arrives late to the scheduled exam, how would you like DSPTS to handle?
 (A 10 min late rule will be implemented if not clearly stated)

How much time are you giving the students in the class to complete each of the following?
 Please enter the time in minutes.
 (We will make the calculations for extra time at the DSPTS 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 DSPTS with the dates of your quizzes and exams.

Exam Delivery Preference:
 Exam Return Preference:

Additional Instructions:

Date: _____

5

What's Changed

- ❖ Will only be required to complete one blue form per Class/CRN
- ❖ Able to list testing dates on the online blue form
- ❖ Weekly testing reminders sent for students scheduled with DSPTS

6

Notetaking Services

- ❖ Available for Zoom and In-Person classes
- ❖ Notetaking memo given to the student
- ❖ Emailed faculty member for online live lectures with memo

7

GOLDEN WEST COLLEGE Disabled Students Programs & Services

MEMORANDUM

To: Instructor
 From: Disabled Students Programs & Services (DSPS)
 Re: **Note taker needed for student(s)**

A student with a verified disability is requesting note taking services for your class. **Please make the following announcement on the day that you receive this memo.** Remember to **not identify** the DSPS student.

Disabled Students Programs and Services is seeking a volunteer note taker who has the following qualities:

- ✓ Attends class regularly;
- ✓ Takes notes in a neat and organized format;
- ✓ And has good English writing skills.

If you are interested in this volunteer opportunity, please come to the DSPS office after class to fill out an application. DSPS is located on the first floor of the Student Services Center.

****Note:** This is not a paid opportunity. Note takers are volunteers only, although a small cash stipend will be awarded at the end of the semester for services rendered at the discretion of DSPS.

Thank you for your cooperation. If you have any questions please call the DSPS office at 714-895-8721 or email dspd@gwc.cccd.edu.

8

What's Coming Up

- ❖ New Testing Procedures
- ❖ New Notetaking Procedures
- ❖ Online Module for easy convenient drop off and pick up of exams

9

Thank you for joining us today!

- ❖ Questions?
 - ❖ dsps@gwc.cccd.edu
 - ❖ 714-895-8721

10