



SANTA ANA

C O L L E G E

Assessment Center DSPS Accommodations

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**California
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Assessment Center

Concern:

The Assessment Center is not keeping faculty informed of last-minute dates and time changes and closures. On one occasion, a faculty member had confirmed dates and exam time for DSPS students, only to find out there was nobody there at Assessment Center at the time of the exam.

Response:

- The Assessment Center will post the schedule changes on the Center's webpage
- Upcoming office closures are on the webpage so faculty can plan accordingly
- Faculty who have scheduled an appointment will be notified via email of such scheduling changes
- Students will receive an email confirmation when scheduling their appointments
- An all-campus email will be sent to ensure the college is aware of the scheduling change

Assessment Center

Issue:

We do understand the department is short staffed due to retirements.

Responses:

- SAC is still facing the threat and impact of the Pandemic
- We are currently dealing with the impact of the SRP Retirements and the Assessment Center lost 75% of the staff
- Filling Two Positions: PT DSPS Specialist position is in the HR recruitment phase; Instructional Center Technician position was approved and pending HR posting
- Two Vacant positions remain: FT Instructional Center Technician and FT Student Services Specialist
- Staff duties include, Super Strong (HS Seniors & SAC Students), Registration Orientations, Student Placement (Engl, Math, & EMLS/ESL), and Guided Self-Placement



Assessment Center for Accommodations

Concern:

Faculty is concerned with the difficulty to provide students with their legal rights to appropriate accommodations.

Response:

- No student complaints have been received to stipulate that their accommodation has not been met; thus, we are in compliance with State regulations.
- We are providing the reasonable academic accommodations required for students with disabilities and remain in compliance with State regulations.
- The Assessment Center is open to proctor the required 5 hours for students that require double time and/or time and a half exam or final test accommodations
- As it pertains to providing a “distraction free environment,” it does not necessarily mean in the Assessment Center or a private room. A distraction free area could be in the classroom (front or rear of the classroom or the library with minimal to no distractions). The goal is distraction free within reasonable accommodations for the student.



Assessment Center/Accommodations

Accommodation Letters and AAPs:

- We want to keep the language as simple as possible on the Accommodation Letters and AAPs.
 - Given that the current situation with the Assessment Center is fluid, we should use language that identifies a range of location options to reduce the chance that we'll need to continuously change our database and forms each time these options shift.
 - DSPS Faculty will provide detailed guidance for instructors regarding factors to consider when identifying a distraction-reduced environment and post these resources on the website.
 - Location & language will be modified to distraction-reduced rather than distraction-free. There is no location that we can guarantee will be completely free of distractions.
- There are 2 distinct groups of students whose needs need to be clearly reflected on the Accommodations Letters and AAPs:
 - Those that specifically need a distraction-reduced environment (i.e. the traditional classroom environment is inadequate).
 - Those that don't specifically need a distraction-reduced environment but do need other testing accommodations (e.g. extra time, access to software/hardware, access to people-driven services such as scribe, Scantron transfer, etc.).

Assessment Center/Accommodations

Accommodation Letters and AAPs:

- DSPS Faculty will prepare the letters that will only reference a distraction-reduced environment for students who specifically require it for 2 reasons:
 - Instructors use that information to determine what locations they recommend or reserve for the student. For example, the Nursing department currently reserves a separate room with greater social distancing only for students who are eligible for distraction-reduced environments.
 - Students have a defensible basis for accepting (or politely declining) locations that don't meet their needs. For example, a student with ADHD may be offered to simply “sit near the rear of the classroom” during a test but that location wouldn't adequately reduce the distractions.

Recommended Language for Accommodation Letters and AAPs

- Continue to separately list the option for “Distraction-reduced environment” but add the following link to our guidance “(see <weblink> on the DSPS website for guidance)”
- Offer the following two location options [in addition to the long-standing ‘Other’ field which we reserve for rare/special situations]
 - “Assessment Center or reasonable alternative (e.g. Nealley Library, Academic Computing Center, or other center)”
 - “Instructor-coordinated location (classroom, office, lab space, conference room, or online)”



Assessment Center/Accommodations

Concerns:

Faculty do not have the time to keep up every week with following up and reaching no solution and having to spend extra time in making sure that there is a faculty available to sit during the time with the student and arrange the time and mode/ space that is recommended for the student.

Response:

- Instructors were trained to use either Proctorio or Exemplify which will support instructors in making the necessary time adjustments for students with such accommodations.
- Options: Instructors could proctor the exam themselves, coordinate with their division secretary to identify an available classroom to proctor the exam or seek space via the Assessment Center
- The Assessment Center will provide make up tests for students that do not require an accommodation for their disability.

Assessment Center

Make-Up Testing & Accommodations Hours:

- Tuesday - (9:00 AM – 2:00 PM) (5 hrs)
- Thursday (2:00 pm – 7:00 PM) (5 hrs)
- Friday (8:00 am – 10:00 PM) (2 hrs)
- (Appointments are in-person for students with an accommodation)

*Students must begin their make-up session 1 hour before closing

Assessment Center

Make-Up Testing & Accommodations

DSPS Accommodations:

- Student must complete this following form [STUDENT MAKE-UP EXAM FORM](#) in order to make an appointment (must have DSPS accommodations approved)
- If Student does not have approved DSPS accommodation, he/she needs to contact Disabled Student Program & Services (DSPS) Office
Email: DSPS@sac.edu (714) 564-6295
- DSPS Accommodations Appointments must be scheduled 5 business days in advance

Thank You!

Assessment Center

<https://www.sac.edu/StudentServices/AssessmentCenter/Pages/default.asp>



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