

**SOUTH PUGET SOUND COMMUNITY COLLEGE
ACCESS SERVICES**

**AS Guidelines
Student Copy**

For students receiving extended time testing I will:

- Complete a Testing Agreement (available in the AS office) with my instructors during the first week of class and schedule testing with the Testing Center at least one week prior to the testing date.
- Be responsible for knowing what testing arrangements each teacher has agreed to.
- Show up at arranged testing time. If I do not show up on time I realize it is up to the teacher to determine if I can re-take the test at a later date, which would be contingent on available testing space.

For students using a note-taker I will:

- Regularly attend the classes I am enrolled in. Having a note-taker does not exempt me from attendance rules. The note-taker is not responsible for taking notes in my absence.

For students using an interpreter I will:

- Request an interpreter at least 3 to 4 weeks before the beginning of each quarter.
- Realize obtaining a specific interpreter is contingent upon an interpreter's availability.
- Ask my interpreter (or another interpreter if they are available) if I need additional interpreting for the quarter.
- I will notify AS of any change in the arrangements. If I cannot find an interpreter or do not want to ask my regular interpreter, I will request an interpreter a minimum of 1 week in advance.
- Keep AS informed of any changes to my schedule in a timely manner.
- Realize my interpreter is not allowed to tutor me. If I need a tutor I will provide AS with documentation to support this request based on the Policies and Procedures of South Puget Sound Community College.
- Attend my classes regularly. If I am going to be absent from class I will call my interpreter with 24 hours notice of cancellation. I will notify AS if I am absent for more than 3 times. Failure to notify AS may result in a delay or loss of accommodations.
- If I have a problem with my interpreter, I will talk with them first. If we cannot resolve the problem, I will ask for assistance from AS.

I understand and agree to the above responsibilities.

Student signature: _____ Date: _____

Student received a copy of AS Guidelines: Yes AS Staff Signature: _____ Date: _____