SBCC

Disabled Student Programs & Services
Steps for Test Accommodation
For Exams in Online Courses

Step 1
- **To be eligible for Test Accommodations** students must apply and be currently registered with DSPS. If you are not currently registered contact DSPS by:
  - **Calling** (805) 730-4164 **OR Visiting** the DSPS Office in SS160
- *If you are out of the area, you may request a phone appointment*
- **If you are currently registered with DSPS proceed to Step 2**

Step 2
- **Log in to your Pipeline Account and enter the DSPS Portal**
  - In your Pipeline, click on the 'Student' tab
  - Then click on the 'Student Resources' tab
  - Scroll down and click on 'DSPS Online Services Student Portal'

Step 3
- **Submit an accommodation letter to your Instructor from the DSPS Portal**
- Click on the 'accommodation request' icon and follow the instructions to generate and submit an accommodation letter to your instructor
- You will receive an email notification when your instructor confirms receipt of the accommodation letter.
- For help and specific instructions visit **student tutorials**:

Step 4
- **Follow up with your instructor after receiving the email confirmation to clarify your need for test accommodations.**
  - Generally the instructor will set up your test to allow extended time accommodations online.
  - However, if the test must be supervised, you may take the test at the DSPS Test Center.
    - *A test booking request must be done **no later than 5 days before the test date**. Refer to this video tutorial for instructions on **how to make a test booking request***

Step 5
- Communicate with your instructor well in advance so that you understand how your accommodations will be provided.
- **Contact your instructor at least five days prior to each exam to confirm with him/her about the process and of your accommodation(s).**