


MEMORANDUM

DATE: October 1, 2025

TO: Disability Services Coordinators

FROM: Jeremiah J. Sams, Esq., System Director for Compliance 

RE: Disability Services Testing Center Rules

The System's Disability Services Policy provides the System Office for Compliance with the authority to develop supplemental procedures and forms to further support the implementation of the Policy among the institutions of the System. As such, the System Office for Compliance is instituting the following Disability Services Testing Center Rules:

1. Students must present a current, valid photo ID for check-in. This includes your University ID or State/Federal ID. Digital identification like LA Wallet is acceptable; however, a picture of your ID is not acceptable.
2. Exam time will be deducted for students who are not on time for the exam time requested. If you are more than 15 minutes late, the Office for Compliance will not administer the exam, and you will have to reschedule the exam. Rescheduling of the exam is at the discretion of the instructor/professor.
3. **No hats/caps, sunglasses or darkly tinted non-prescription glasses, cellphones, or any electronic devices** will be allowed in the Testing Center during an exam.
4. **No food or drinks** are allowed in the Testing Center unless this is an approved accommodation and medically necessary.
5. **No smoking, chewing tobacco, or vaping** is permitted in the Testing Center.
6. Examination materials will be supplied by the Testing Center. This includes: blue books, pencils/pens, scratch paper, and scantrons. No other materials will be permitted in the Testing Center unless otherwise specified by the instructor/professor in writing to the Office for Compliance.
7. Limited storage is available for personal belongings, but the Testing Center is not responsible for lost or stolen items.
8. Cameras will monitor and record students taking exams in the Testing Center at all times.
9. Please take care of personal needs before taking an exam, such as going to the restroom, getting a drink of water, etc. Exceptions will be made for those with accommodations.
10. Cheating, the intent to cheat, or disruption or obstruction of testing activities **WILL NOT** be tolerated. All incidents will be reported to the instructor/professor and forwarded to the appropriate disciplinary process. The student will be immediately removed from the Testing Center.