

Disability Testing Exam Cover Sheet Instructions

Finding the Exam Cover Sheet Online:

- Log on to myspc.southplainscollege.edu.
- Find the **Faculty Resources** card
- Click the **Faculty Advising Resources**
- Scroll down to the **Student Support Services** section
- Click the **Disability Testing Information** drop-down
- Click **Exam Cover Sheet** and the form should automatically download

Instructions:

Step 1: Please fill out the **ENTIRE cover sheet** according to the approved accommodations listed for the student on the AIM portal. If a particular section/field on the cover sheet does not apply to your exam, please write or type “n/a.” This will ensure that the Testing Center has accurate information and will be able to administer your exam precisely.

Step 2: After completing Step 1, you may email or hand deliver the Exam Cover Sheet, copy of the exam, and any extra material that the student is allowed to use during the exam (i.e. formula sheets, handouts, etc.) to the Testing Center employees at the correct campus/center.

Levelland/Plainview Testing Centers

Student Services Bldg, Box Z – attn.: Testing

Juli Wood – jwood@southplainscollege.edu

Miranda Flores – mflores@southplainscollege.edu

Lubbock Downtown/Career and Technical Testing Centers

Advising and Testing Center

Jennifer Trusty – jtrusty@southplainscollege.edu

Latha Tucker – ltucker@southplainscollege.edu

After the student has completed their exam, we will send the exam back to the instructor according to the Return option chosen by the instructor on the Exam Cover Sheet.

Should you have questions, please contact us.