



Accessibility Services Center: Fairfield

Accessibility Services Center Testing Center Location:

Building 400, Room 442

Phone Number: 707-864-7118

Email: ASCTesting@solano.edu

In-Person Hours: Monday-Thursday: 8:30AM-3PM

Accessibility Services Center Testing Procedures:

1. Accommodation letters and routing slips should be submitted to your instructors at the beginning of the semester. **Please remind your instructor at least 5-7 days prior to your testing date so the professor can submit the exam and routing slip.**
2. Students can contact the Accessibility Services Center Testing Center to schedule their exam through ASCTesting@solano.edu, or by calling 707-864-7118. **Be sure to include your full name, Solano ID number, and phone number with any communication to the ASC Testing Center,** or in-person Monday-Thursday between 8:30AM-3PM. Building 400, Room 442. **There are NO DROP- IN appointments for testing.**
3. Students are required to bring their own scantrons.
4. A valid Solano ID is required for all testing and must be shown at the time of check-in.
5. A Routing Slip must accompany every exam or quiz.
6. The ASC Testing Center does not allow the use of laptops, cell phones, headphones, smart watches, electronic dictionaries or other electronic devices, hats/hoods. **No exceptions.**
7. ASC students are responsible for submitting their current ASC Application before visiting the ASC Testing Center.
8. It is the student's responsibility to discuss their accommodation with their instructor prior to the exam. **If permitted resources are not indicated on the routing slip, they will not be allowed.**
9. **If you are unable to maintain your scheduled testing day and time, it is YOUR responsibility to contact your instructor and the ASC Testing Center to discuss rescheduling the exam.**
10. Please arrive 10-15 minutes prior to your exam to allow time for check-in. Otherwise, you may need to reschedule your exam.
11. No specific rooms or seating are reserved for any student. All exams and quizzes will be proctored on a first-come, first-served basis.
12. **Please note that you may be recorded or monitored through cameras during your proctored tests.**
13. Restroom Breaks are allowed during the test time but if your accommodations do not indicate you receive a break, time will not be added to the end of your test.

Academic Integrity: Any student found engaging with academic dishonesty will be reported to the instructor. The student's exam will be ***stopped immediately***, and the student will then have their testing services reviewed by the Accessibility Services Center Coordinator.

By signing the Accessibility Services Center Testing Procedures form, you have read and agree to the Accessibility Services Center Testing procedures and understand the consequences of academic dishonesty.

Student Signature:

Student ID Number:

Date:

Date revised: 8/4/2025