

HOW TO SCHEDULE A TEST:

Make sure you have submitted your Test Accommodations Form(s). Appointments cannot be scheduled without it.
You can schedule a test in person or via email. Exams cannot be scheduled over the phone or by leaving us a voice-mail message.



IN-PERSON

currently unavailable due to the pandemic

The SRC is located in the Northeast Wing of the Student Services Building.

Visit the SRC Test Accommodations (SRTCA) Desk and ask to speak to one of the Test Accommodations staff.

Please contact the SRCTA with any Test Accommodations questions at
srcta@elcamino.edu

For issues other than Test Accommodations, contact the SRC Front Desk at (310) 660-3295.



EMAIL

Send an email to SRCTA at srcta@elcamino.edu from your elcamino.edu email address.

- Please do not email from your personal email address as it may go to SPAM.
- In your email, include the following information:
 - Email Subject Line: “Test Appointment”
 - Email Body:
 - Your Name
 - Student ID#
 - Date and time the class will be taking the test
 - Quiz or Exam
 - Course (e.g. ENGL-1A)
 - Name of Professor

Based on the TA Form you submit, your accommodations will be honored accordingly.

Once you have scheduled your test, please make sure you receive an email confirmation of your test appointment.