LPE Accommodations for Disability Related Needs

Students who need testing accommodations for LPE need to be registered with Disability Support Services (DSS). DSS Students wishing to request testing accommodations for LPE exams must follow the below policy:

1. If a DSS student is already approved for testing accommodations, he/she should skip to step 3 and continue working through the process listed.
2. If a student has not been registered with DSS, or has not been approved for testing accommodations previously, he/she needs to schedule a meeting with the DSS coordinator to discuss this need. Call the Center for Student Success at 805-493-3260 to schedule a meeting or email DSS@callutheran.edu. The DSS Coordinator will discuss the below steps in this process with the student.
3. Submit a Testing Accommodation Request Form to DSS. The STUDENT portion of the form needs to be completed by the student. DSS staff will work with the LPE Coordinator to fill in the PROFESSOR portion of the form. The student needs to write “LPE- Spanish” on the section that asks for the course numbers—if the student is not taking Spanish, then he/she should write which language he/she is requesting to take with accommodations. Testing Accommodation Request Forms can be picked up at the Center for Student Success or printed from the DSS website—www.callutheran.edu/disabilities.
4. The student will need to work with DSS staff to arrange for a test date/time. This date is typically no sooner than one to two weeks after the student submits the Testing Accommodation Request Form. The student should attach a note to the Testing Form that indicates the preferred date/time they would like to take the LPE; however, this is not guaranteed as it will be discussed with DSS staff.
5. The LPE exams will be administered in the Center for Student Success with a proctor to monitor the exam room. Due to this, a student using testing accommodations on the LPE, may need to take the exam on a different date or time than what is posted on the website for LPE test dates.

Remember that scheduling an LPE exam will depend on testing room and proctor availability; so be sure to plan ahead.

Should a student need testing accommodation for a language that is not one of the standard LPE exams, additional steps may be required, which can be discussed with the LPE and DSS coordinators.