Test Accommodation Policies and Procedures

Test Accommodations are provided to allow students with disabilities an equal opportunity to demonstrate their academic abilities. Students who wish to use testing accommodations must follow these policies and procedures:

- Students must be registered with disability services and be approved for testing accommodations.
- Meet with instructors to discuss what test accommodations have been approved. If you need to test with disability services, fill out the “Test Accommodation Form” at least a week in advance. We will schedule you for the test and assign a room.
- Tests are taken at the same time as the class, unless the extended time presents a scheduling conflict. In these cases, we will consult with the instructor to arrange a time for you to take the test (usually earlier in the day or later in the day).
- Arrive in the Office of Academic Advising (Buttrick 104B) on time for your test. Students who come late will have the "late time" subtracted from their allotted testing time.
- If the student does not come in for a scheduled exam, the exam will be returned to the professor. Any make-up exam, if allowed, must be authorized by the professor.
- If the student needs to change the date/time of an exam, that student must make arrangements with the professor. Disability services will not change the time or date of scheduled exams without the written consent of the professor.
- Students are not permitted to study during scheduled test time.
- Unless a test is indicated as open book, materials, backpacks, and cell phones must be left in Academic Advising.

Additionally:

Please do not hesitate to make an appointment with Kelly Deasy in Student Disability Services to go over your accommodations, any policies and procedures, or your academic progress.

Let the Office of Student Disability Services know of any changes to your schedule.