

Fast Facts for Faculty

October 2006

TESTING ACCOMMODATIONS

Students registered with the Office of Disability Services may be entitled to testing accommodations depending on the nature of their documented disability. After eligibility is determined, students must provide faculty with a Letter of Accommodation in order to receive testing accommodations. A student's disability will influence where a test is taken. Students requiring assistive technology for testing are best accommodated in the Office of Disability Services.

Testing In the Classroom

- Students who are **only entitled to extended time** may test in the class with their peers and receive the additional time before or after the test, in space provided by the department.

Evening and weekend classes

- Students should first attempt to arrange for the accommodation to be provided **during the class time and within the department**.
- If this cannot be done, contact the student's DS counselor and schedule the test to be administered in the DS office (**Monday through Friday, 8:00 a.m. to 5:00 p.m.**)



Testing In the DS Office

- Only students **registered** with Disability Services may test in the DS office.
- Accommodations may include **extended time (time and a half unless otherwise indicated), low distraction test setting, use of a computer, or assistive technology and software.**
- The student is responsible for turning in a **completed test form** to DS a **minimum of one week** (a minimum of two weeks before final exams) prior to the exam, otherwise simultaneous test room availability can not be guaranteed.
- **Tests are scheduled at the same time as the class** (with few exceptions).
- If a student is **more than 15 minutes late** for a scheduled test we will contact the instructor to obtain consent for the test to be administered late. In the absence of extenuating circumstances, the student has the remaining time to complete the test. **Extended time will be calculated from the scheduled time of the test, not the time of arrival.**
- Disability Services will not re-schedule exams without the approval of the instructor.
- All tests are proctored and surveillance cameras are located in each of the testing rooms.

Reminder!

- **WRITE ALL TEST DATES ON THE TESTING FORM.**
- **IF DATES ARE UNKNOWN, PLEASE WRITE "TBA".**
- **INCLUDE FINAL EXAM INFORMATION.**
- **INDICATE HOW YOU WANT YOUR TEST DELIVERED AND RETURNED.**