Leominster/Devens Testing Accommodation Policy

1. Student provides documentation of disability to the Coordinator of Disability Services. If approved for accommodations, the student will receive a signed Accommodation Form with carbon sheets.

2. Student signs the form and informs the professor of his/her accommodations. The professor signs and keeps a copy of the form.

3. Students testing at the Leominster or Devens campuses deliver a copy of the form with all three signatures to the Leominster or Devens Front Office to keep on file. This must be done prior to scheduling any testing appointments.

4. Student will discuss with the professor where and when exams will be taken at least one week in advance of when needed.

5. At least one week before every exam (unless faculty member gives less notice), the student is responsible to go to the Leominster or Devens Front Office to reserve a testing space and any specific accommodations (lower distraction room, use of computer).

   **Anything less than one week may be subject to using the Gardner Testing Center based on scheduled availability.**

6. Student is responsible for reminding the professor to deliver the exam to the Leominster or Devens Front Office.

Students who choose not to use approved accommodations for their testing cannot be provided with an opportunity to re-do the work. Grades received under these circumstances will stand as the final grade for the work.

Mount Wachusett Community College
Leominster Front Office: 978-630-9810
Devens Front Office: 978-630-9569