testing accommodation policy for students
Gardner Campus
Academic Year 2019-2020

Requesting Testing Accommodations

The following steps to request accommodations are required for each class per semester:

1. Student provides documentation of disability to the Coordinator of Disability Services. If approved for accommodations, the student will receive a signed Accommodation Form.
2. Student signs the form and informs the instructor of his/her accommodations. The Instructor signs and keeps a copy of the form.
3. Students deliver a copy of the form with all three signatures to Testing Services prior to scheduling any testing appointments and keeps the remaining third copy.
4. Students taking online classes may request help from Disability Services with notifying their instructor.

Scheduling a Test

All accommodated tests are by appointment scheduled with Testing Services

- Students testing with accommodations must remind their instructor directly, prior to the test so the instructor knows to complete a Request for Service form and submit the test to Testing Services.
- Appointments must be scheduled by phone or in-person with sufficient time before testing.
- Tests that require conversion to an alternate format, such as Read & Write Gold, require at least two business days notice prior to the test appointment.
- A request for adaptive materials/technology (large print, voice software) must be made with Testing Services before the test is scheduled.

There are three locations for testing which are determined by accommodation:

1. A location that meets the conditions of the accommodations, proctored by the instructor.
2. Testing Services, Room 128c (for extended time)
   - Monday-Friday, 8am-4pm and Tuesday, 8am-8pm
3. Lower level of the library (for low distraction and/or extended time)
   - Monday and Thursday 8am-6:00pm
   - Tuesday 8am-5:30pm
   - Wednesday 8-4

Testing with Accommodations

- Photo ID must be presented at the time of the test.
- Students will only be seated at the time of their appointment.
- Only materials listed on the Accommodation Form or designated by an instructor will be allowed during the test. Student will be required to secure all personal property, in the space provided, prior to test.