OFFICE OF DISABILITY SERVICES (ODS)
TEST ACCOMMODATION PROCEDURES

Students will be responsible for contacting their instructors (preferably at the beginning of each semester) with their accommodation sheet to explain the nature of their learning needs and that they will be using their testing accommodations for the semester.

Students will be responsible for contacting their instructors prior to a scheduled examination to remind them that special test accommodations are necessary, and addressing any time conflicts (ODS staff will assist as necessary).

Students will be responsible for contacting ODS to inform the staff of their upcoming testing needs. This should be done no later than (3) school days before the date of the examination.

Students will provide ODS staff with:
- the name and section of the course
- the date and time of the scheduled exam
- the name of the course instructor, the office and phone extension of the instructor are additional information ODS may need
- the approved test accommodations (reader, scribe, etc.) for each test (staff will check accommodation sheets).

Students will arrive promptly at ODS to take examinations at the scheduled time.

Students may not bring any belongings into the testing area unless prearranged and approved by instructors. Staff will secure phones and other personal items if student is being tested in an isolated setting.

Students should not transport tests. Examinations will be delivered to the ODS by the instructor or picked up by ODS staff and returned to the instructor by ODS staff unless prior arrangements have been made.

Examinations will be kept in a secure and confidential area of the ODS.

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