

Student Guidelines for Test Accommodation

1. You are responsible for returning all completed test accommodation forms. We cannot schedule a test appointment unless this has been done.
2. You must make an appointment for each test **at least one calendar week** before your class is scheduled to take the test (**2 weeks in advance for final exams**); otherwise, a test appointment may not be available when you need it.
3. You must be on time for your test appointment. If you are **15 minutes late**, we may not be able to accommodate you, and you may need to reschedule your test appointment. It would be best to check in a couple of minutes early so you begin on time.
4. **NO CELL PHONES OR ELECTRONIC EQUIPMENT OF ANY KIND WILL BE ALLOWED IN THE TEST ROOM.** Cell phone use will NOT be allowed at any time during your entire test appointment. Backpacks, bags, purses, etc. must be checked in with the test facilitator prior to your test. Only the materials authorized by your instructor (as indicated on the test accommodation form) will be allowed at the testing station.
5. No food or drinks will be allowed in the test room, unless authorized by a counselor as part of your accommodations. Drinking water will be provided if necessary.
6. Once you begin the test, you will not be allowed to leave the test room and then return to complete your exam (i.e., leaving to use the restroom or make a call), except for special accommodations authorized by a counselor, such as supervised breaks. Please use the restroom prior to your test appointment.
7. If you schedule a test appointment and then drop the class, please call to cancel the test appointment and let us know that you are dropping the class.
8. If you are unable to come for a test appointment, please call to cancel or reschedule. You may need your instructor's permission **before** you reschedule.
9. The DSP&S test facilitator will administer your test according to instructor guidelines, as indicated on the test accommodation form and/or the test itself. **NO EXCEPTIONS** will be made.

We at DSP&S look forward to assisting you with your accommodations.

Please Read Before Signing:

I understand that if I do not show up for requested support services three (3) times in one semester without sufficient prior notice it may result in the suspension of those support services. In order to have my services reinstated I must appeal to the DSP&S Coordinator or designee for services to be reinstated. I understand that there may be a wait (based upon availability) for reinstatement of services, even if such reinstatement is approved.

I, _____ have read, understand, and agree to follow the above procedures for test accommodation through Disabled Student Programs & Services and have received a copy of this agreement.

Student Signature

Date