

## Academic Support Services Testing Accommodations

Academic Support Services proctors exams for students with disabilities to better assist the college in providing legal and appropriate accommodations. Because space and staffing is limited, the following scheduling priority is followed.

1. Students with documented disabilities who have present accommodation forms to their professors.
2. Students with temporary documented disabilities due to accident, illness or surgery.
3. Students with documented illness (make-up exams).
4. Students participating in a college activity.
5. Students unable to take an exam scheduled in evening hours.
6. Students testing for online courses (SNC or other institutions).

Students with disabilities (1, 2, 3 priority) will be given first priority in scheduling exams. All other students will be scheduled based on availability of time and space.

Students with disabilities use an online appointment form to schedule their exams. When the form is received, the student receives a response and the appointment form is forwarded to the professor. The professor is requested to send an exam via email, fax or in person. It is requested that the professor give complete directions for the administration of this exam, i.e. length of time of the class, use of any aids or devices, scantron or blue book.

Professors allowing students to take an exam outside of regular exam times (priority 4, 5, 6) should notify Academic Support Services of the students who need to schedule their exam. Professors will be asked to provide an extended time period for these exams to be administered. (for example a 2 to 3 day time period). Exams will be scheduled based on the availability of time and space. The students are required to contact Academic Support Services to schedule their exam. These appointments are subject to change if priority students fill all available time slots or the available space.

If any student violates the Honor Code, the professor will be notified immediately. All details of the situation will be related via email to the professor with a copy to the Associate Academic Dean. The student will be requested to stop the exam immediately upon the discovery of the Honor Code violation.