

ARRANGING FOR OUT-OF-CLASS TEST ACCOMMODATIONS

If your instructor is unable to directly provide test accommodations, you may make arrangements for out-of-class test accommodations by following the procedure outlined below.

1. Early in the semester, discuss your need for test accommodations with each of your instructors and give her/him the "Accommodation Letter."
2. As soon as you know when there will be a test, remind your instructor of your need for an accommodation. If your instructor cannot provide the accommodation, use the following procedure:
3. Fill out and submit the yellow form "REQUEST FOR ALTERNATE LOCATION TEST TAKING" to request an appointment to take the test (Copies are on the bulletin board outside of W209-j on the West Campus or on the Disability Services webpage). At least **one week's notice** is needed. The Disability Services Office (DSO) staff will check the testing schedule and confirm your appointment. When you schedule your test, be sure to allow time for extended time, if that is your accommodation. That means one and a half times the amount of time the test is designed to take. The test will be scheduled as near to the time of your request as possible, depending on availability of proctor and testing room.
4. When you are given a confirmed test time from the DSO staff you will be given a green reminder form entitled "ALTERNATE LOCATION TEST RESERVATION FORM" to give to your instructor. This is your opportunity to inform the professor of the day and time of the test appointment and remind the instructor that they need to deliver the test to room W209-i or j prior to the appointment time.
5. Be on time to room W209-j ! If you are late, that may take time away from your test time. If you cannot attend at your scheduled time call ASAP: (M-W call Ms. Alexander 857-6844 or R-F call Dr. Apfel 857-7192)
6. When finished, leave the test with the test proctor.
7. Tell your professor that you have taken the test and remind them to pick it up.

Important Reminder: At least **one week's** notice is needed.