SUMMARY: Having an accommodation for a given test/quiz requires an advanced planning process by the student. **Turn in request forms to the A.S. office one week before an in-term test/quiz, and a minimum of two weeks before finals week.**

Your syllabus may contain a test schedule to reference in order to properly plan. If you choose to utilize your accommodations in a class, discuss with the professor if it is possible to receive the accommodation through them. If not, it is necessary to complete a purple Accommodated Test Request Form for each test/quiz. They are available in our office. The professor must sign the completed request form and you are responsible for submitting the form to our office in a timely manner. (Do not leave the form with your professor.) There is no need to notify us if your professor is providing your accommodation outside our office. Only the professor can extend on-line tests/quizzes. Ask the Ability Services office if you have any questions throughout the semester. We are here to guide you through this process. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m.

DETAILED instructions:

1) Before requesting any kind of accommodation for a test, be sure you have given the professor a copy of your Faculty Notification Letter. If you need a copy, contact Ability Services.

2) For each test/quiz, make an advanced decision whether you will want accommodation.

3) If you will want testing accommodations,
   a. Complete the top part of an Accommodated Test Request Form.
   b. Bring the form to the professor and outwardly ask for the accommodation. If the accommodation will cause you to miss the start of another class, explain this conflict with the professor and request a different start time. If the professor agrees, put the different time on the form. If the professor refuses, notify Ability Services.
   c. Assuming the professor prefers you test at Ability Services, ask the professor to sign the Accommodated Test Request Form. The student and professor must sign all forms.
   d. Promptly submit the form to the Ability Services office for scheduling purposes. You may submit all test request forms at the beginning of each semester if you choose.

4) The professor may want to arrange the accommodation and give you the test without involving Ability Services. In that case, finish the planning process with the professor, either verbally or via email. If the professor wants to do something that could prevent having a good accommodation, express concern to the professor, and notify Ability Services. Plan to test with the professor at the scheduled time and location.

5) If the above protocols are not followed, it can prevent completion of the planning process before the test date. You may then ask the professor to delay the test, but potentially the professor could refuse. If the professor refuses, you should take the test in class or online at the regular time without accommodation. If you do not test as the professor presumes, the professor could give you a failing grade for that test.

6) Arriving late for a scheduled test at Ability Services can reduce the amount of time you will have for the test. Being more than 15 minutes late can cause the test to be cancelled. You may ask the professor to reschedule a cancelled test, but the professor could refuse and give you a failing grade for that test.

7) For every test at Ability Services, staff expect that:
   a. the test is given on the same date and at the same time as it normally occurs in the classroom or online
   - a conflict or change should be supported by eSIS or approved by your professor
   b. there is a pre-planned end time for each test, even if you are not finished or you started late due to your schedule
   c. only the test and basic writing materials are allowed during testing
   d. notes, books, and other sources of information cannot be used **unless** specific instructions are given by the professor
   e. you stay in the room during test time
   f. no phones are easily accessible, nor used during a test - no exceptions
   g. no eating in the test rooms
   h. you are monitored by closed-circuit cameras.

A professor may change some of the above conditions by noting them on the Accommodated Test Request Form.

8) You may ask Ability Services to change any of the above conditions, but an agreement might not occur unless you have submitted documentation that explains why they are very important.

9) The professor may be notified of unusual circumstances that occur during a test and may review the video recording of it. For suspicious behavior, the professor may also request a formal investigation.