

ACCOMMODATED TESTING INSTRUCTIONS

Students with documented disabilities may receive testing accommodations if the need results from an educational limitation based on the disability. Such accommodations are meant to provide a fair testing environment that will make it possible for the student to demonstrate his/her true ability. The procedure is as follows:

1. Meet with a DSPS counselor to document your disability. Upon verification of the student's disability and educational limitations the counselor may make a recommendation for testing accommodation.
2. The counselor will fill out and provide the student with a Testing Accommodations Form that authorizes the use of testing accommodations. The counselor will also provide a Testing Information Form, which the instructor will fill out and send to DSPS along with the test. The student provides both forms to the instructor.
3. When the instructor announces an upcoming test or the test date is noted in the class syllabus, the student will do the following things.

The student (not the instructor or DSPS) has the following responsibilities.

4. Remind the instructor in advance of each test that you will be taking your test in the DSPS office in Cunningham 120 and that she/he will need to provide the test to DSPS in advance.
5. Come to DSPS and make an appointment at least 1 week in advance to allow DSPS to set aside testing space.*
6. Make arrangements in advance with DSPS for any accommodations which will require extra staff preparation, including, test readers or tests in an alternate format.
7. Provide personal testing materials, such as scantrons, blue books and writing materials.
8. If a time conflict will necessitate your taking the test at a time different from the class, arrangements must be made with the instructor.*
9. Meet with DSPS staff prior to taking the test to discuss any special needs or concerns you may have. Any special arrangements for test starting times need to be made in advance. The test must be completed in one sitting, unless this is deemed an appropriate accommodation and special arrangements have been made ahead of time.
10. Obtain permission from DSPS staff for restroom or water breaks.
11. Failure to comply with DSPS accommodated testing procedures may result in suspension of services.*

DSPS staff will monitor the test according to the directions of the instructor in order to maintain the test's integrity. No backpacks or other unauthorized materials will be allowed in the testing room. **Instructors will be notified of any irregularities.**

***Tests are to begin at the time originally scheduled with DSPS. If you are more than 15 minutes late you may be asked to reschedule or the extra time allotted for you to take the exam may be diminished by the amount of time you were late. Rescheduling may require you to obtain instructor approval.**