

<p style="text-align: center;"><b>ACCESS Department Room 1108</b></p>
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## **TESTING PROCEDURES FOR STUDENTS WITH DISABILITIES**

**Eligibility for the testing accommodation:** Students must submit documentation of disability to the ACCESS Department. Generally, if the documentation provides a diagnosis of learning disability, a psychological disorder, a vision impairment, or deafness, the students may be eligible for extra time on exams. This could also be true for students who have physical disabilities related to use of their arms and hands.

**Notification of eligibility to the instructor:** Should a student with a disability request this accommodation, he or she must sign an authorization allowing the ACCESS Department to notify the instructor that the student has a disability and is eligible for extra time on tests or exams. The type and nature of the disability is information not released by the ACCESS Department unless the student requests that this information be provided to the instructor. ACCESS students are encouraged to talk directly to instructors about their disability and consequent needs.

**The amount of extra time on exams:** Generally, students with disabilities are given from 1½ to 2 times the scheduled exam time to complete the exam. Often this may depend on the nature of the disability, but the key factor may be the extent to which timeliness is of import to the nature of a program (e.g., being able to apply emergency procedures in a medical situation). There would be some cases where additional time would compromise the nature of the program.

**Testing accommodations in the classroom/faculty office:** Testing accommodations may be provided by the instructor at his/her discretion. However, arrangements for readers, scribes, interpreters or proctors for a test in the classroom or faculty office should be made by the student through the ACCESS Department, which employs and schedules all auxiliary aids staff. ACCESS students are not allowed to make their own arrangements with auxiliary aids staff.

**Testing accommodations at the ACCESS Department:**

Please contact the ACCESS Department (7-3072) for additional details regarding testing procedures.

