

Office of Disabilities Services Test Taking Policy

I. In order to take your exam in the ODS, the following must be on file as least two (2) days before the day of the exam:

- Current documentation stating disability and need for accommodations.
- Complete the Accommodations Letter with specific examination dates/times and signatures of professor and student. Give **all** Letters to ODS Coordinator.

II. Student Responsibility:

✓ *Prior to the Exam*

- Extended time does not mean ‘unlimited time or ‘un-timed’. There is a start time and a stop time. It is time and half **or** double time depending on duration of the class.
- Phone or email the Coordinator the *exam date and time* at least 2 days prior to the exam. Remind the Professor you are taking the exam in ODS.
- All exams will be taken at the regularly scheduled exam time unless the Professor agrees to an alternate time. Only the professor authorizes a change in the exam time.
- Do not schedule exams that conflict with other classes.
- Arrive at the designated exam time. If students arrive late to the exam they will have less time to complete the exam. The ‘stop’ time will not change.

✓ *During the Exam*

- Leave all personal items in the Coordinator’s area during the test time. **NO** cell phones, iPhones, mp3, etc...are allowed during testing.
- Eat and take care of other personal needs before or after exam time.
- Leaving during the exam is prohibited.
- Complete the exam in one sitting.
- Do not talk with other students during exam time.

For Final Exam – The ODS staff needs to be notified **3-5 days in advance of finals week** that your final will taken in the library with date and time. Failure to notify ODS by that time; the final will be taken in the class.

- ALL** finals exams will be given time and half as the extended time, up to 3 hours.

Academic Dishonestly

If a student is suspected of cheating or found in any violation found in the Student Handbook while taking the exam at the ODS, the Coordinator will:

- Email the Professor immediately.
- Document and provide evidence of offense to the professor.
- Possible suspension of all testing privileges in the ODS for the rest of the semester.

I, _____ understand the Test Taking Policy of the Office of

(Please print)

Disabilities Services. I understand I must schedule my tests with the Office of Disability Services **2-4 days in advance**. Failure to do so will result in taking the test in the class for that test.

I further understand that it is my responsibility to remind my professor that I will be taking the test in the Office of Disabilities Services.

Student’s Signature

Date