

Students With Disabilities Program

Testing Policy

Students must provide required disability documentation to the Students with Disabilities Program (SWDP) clearly supporting the need for testing accommodations. The assigned SWDP disability specialist will evaluate the documentation, determine eligibility for testing accommodations and meet with students on an individual basis to discuss reasonable and appropriate options. SWDP arranges and implements testing accommodations for qualified students with disabilities, which may include:

- Extended test time Note: The purpose of accommodation is equal access, not advantage. In making recommendations for extended testing time, the SWDP disability specialists consider both student need for a reasonable time extension and fairness to the other students in the class. For this reason, untimed testing is not considered a reasonable accommodation.
- Use of a qualified reader, scribe, adapted equipment, interpreter, or alternative print format
- A test instrument restructured by the faculty member and
- A private room.

Responsibilities:

In some situations, faculty members are unable to provide the necessary exam accommodations in their classroom or office. The SWDP uses an Exam Accommodations Form to contact faculty and confirm testing arrangements for exams that are proctored in the SWDP office. The student is responsible for delivering the Exam Accommodation Form to the faculty one week in advance. The faculty is responsible for delivering the form and the exam to the SWDP office prior to administration of the exam. The SWDP is responsible for delivering the completed exam to the faculty within twenty-four (24) hours of proctoring the exam. SWDP administers tests Monday thru Friday between 8 am and 5 pm. Extended hours are provided during final exam week. We recommend that faculty deliver the exam to protect the contents. If there are any concerns about the exam accommodations process or the security of the test, please feel free to contact us at 524-5061.