

## Accommodated Testing

To receive accommodations such as extended time, reduced distraction area and tests read aloud:

1. Submit your application for Student Accessibility (SA) services and documentation of your disability that supports the need for the accommodations you are requesting.
2. After you have been determined eligible, schedule a time to meet with the Student Accessibility staff. Bring your class schedule to the meeting. You will need to meet with SA personnel at the beginning of each semester to make arrangements for accommodations in your current classes.
3. SA staff will prepare letters that you can take to your instructors to inform them of the need for test accommodations. In the event that an instructor cannot provide the accommodations in the classroom, exam reservation forms will be also be given to you, so you can make arrangements to take your tests in the Testing and Assessment Center (Schafer 205). The Exam Reservation Forms provide contact information and information regarding the approved test accommodations so the Testing and Assessment Center staff can provide the needed accommodation.
4. When testing outside of the classroom, any suspected evidence of cheating will be documented and reported to the instructor.

