

QUICK NOTES: How to Receive Extended Time on Examinations

Student Responsibilities

1. Provide documentation to Student Disability Services and request accommodation.
2. Meet with your instructor at the start of the semester with your accommodation letter. Make arrangements for extended time on tests.
3. If your instructor cannot provide the extended time in the classroom or office space, discuss whether you or the instructor will contact the disability office immediately to make other arrangements.
4. If you do not make arrangements with the instructor well in advance and if neither the instructor nor disability services can provide the extra time because you have waited too long, you will have to take the exam with the class and with the normal amount of time.

Disability Services Responsibilities

1. Provide students and faculty with information about how to arrange for extended time on examinations.
2. Provide accommodation letters for students who qualify for extended time on examinations as an accommodation for a disability.
3. Work with faculty and students to proctor examinations for faculty when other arrangements cannot be made.
4. Maintain complete and accurate records of examinations to be proctored by the office.
5. Provide security for examinations when they are in our possession.
6. Proctor examinations in a responsible and effective manner.
7. Report any concerns about cheating to the instructor.