

Disability Services Abbreviated Accommodated Testing Policy & Procedures

Alvernia University Disability Services • 610-568-1499 • disability.services@alvernia.edu

ACCOMMODATED EXAMS

Only students who have been approved for testing accommodations through the Disability Services Office (DSO) are entitled to proctoring in the DSO.

SCHEDULING EXAMS

- THREE working days of notice are required to schedule an exam in the DSO. Please make note of college closures due to holidays, etc.

For exams on	Test Request Rec'd By
Monday	Previous Wednesday
Tuesday	Previous Thursday
Wednesday	Previous Friday
Thursday	Monday prior
Friday	Tuesday prior

- ACCOMMODATED TESTING REQUEST forms must be filled out in entirety (including the instructor section) before a test will be scheduled.

TAKING THE EXAM

- Arrive on time just as you would to a test taken in your classroom.
- Personal items are not allowed in the testing room; only items indicated by the professor on the test request form will be permitted.
- No breaks are allowed once the exam has begun unless breaks are an approved accommodation.
- No cheating and no disruptive behavior. Students exhibiting such behavior will be asked to leave immediately.
- The exam room is monitored by a closed circuit camera system.

RESCHEDULING EXAMS/MISSING EXAMS

Students are responsible for notifying the Disability Services Office staff and the faculty member if an exam is to be missed for any reason, and arrangements to take the exam must be discussed with the faculty member. Faculty must e-mail the Disability Services Coordinator to confirm permission for a student to re-schedule a missed exam.

DELIVERING AND RETURNING ACCOMMODATED EXAMS

Exams must be in the **DSO by the end of the day before the scheduled test date**, unless the faculty member indicates on the form that they will allow the student to bring the exam with them to their testing appointment.

The DSO will **not** use interoffice mail for delivery or return of exams.

The following options are available for exam delivery:

- Hand delivery by faculty
- E-Mail to disability.services@alvernia.edu
- With the student in a sealed envelope to be brought to their testing appointment

The following options are available for exam return to faculty:

- Delivery to the faculty department secretary the day following the exam
- E-mail scanned copy to faculty's Alvernia e-mail address
- Picked up by faculty member during DSO office hours
- Delivered to faculty member by student