

Procedure for Making Exam Arrangements

At the start of each semester, students are required to complete accommodation letters for their courses in a timely manner to inform the instructor of the accommodations they wish to utilize in their course. Upon delivery of the letter, students are encouraged to speak with the instructor about how accommodations will be implemented in the course.

Scheduling exams with Professors

If professors are able to provide the exam accommodation(s), the student and instructor should work together to determine a plan and make arrangements for the semester.

In instances where the instructor is unable to provide the exam accommodation for logistical reasons, students should make arrangements to take their exams through the Disability Services Office.

Scheduling exams with Disability Services

1. Students should access the 'Exam Request Form' on the Disability Services Website on the Forms and Procedures page:

2. Students should download and complete the following information on the 'Exam Request Form' under the section labeled 'To be completed by the student':

- Student name
- Date of the exam (month & date)
- Time of the exam
- Course code (ex. PSYC 101, NURS 100)
- Professors Full Name

3. Once the information is entered on the form, the student must save the completed form to their personal computer.

4. The student should send an email to the Coordinator for Disability Services and attach the completed 'Exam Request Form.' In the body of the email, students may state "Please find my completed request form attached." Students may attach multiple forms to one email message.*

5. When the exam date approaches, the Coordinator will send a confirmation email listing the date, time and location for the exam. Students should plan to go directly to the location listed in their confirmation email on the day of the exam.

** Please note that one form should be completed for each exam request.*

Students should contact the Coordinator for Disability Services at least one week prior to the exam to ensure space will be available and to allow time for logistical information to be gathered.

If the instructor has asked that the student take all of their exams with Disability Services, students may set up their exams for the entire semester in advance. If students choose to schedule exams for the entire semester, they are responsible for notifying the Coordinator of any date changes that occur.

Important Information

- The Disability Services Office has limited space available for exams so it is possible that students may take exams in a classroom with a proctor.
- Late exam requests may not be processed for logistical reasons.
- Exams are proctored during regular office hours of Monday through Friday from 8:30am to 4:30pm.
- In order to maintain the integrity of the exam, the Disability Services office proctors exams starting as close to the original time as possible. Exams will not be held at a different time unless the instructor sends his or her approval to the Disability Services Office.

Final Exams – The Disability Services Office proctors a high volume of exams during final exam week. It is important that students make arrangements at their earliest convenience to ensure space will be available for their final exams.

Rescheduling exams

In instances where students are going to miss an exam for reasons related to their disability, the student should contact both the course instructor and Disability Services prior to the start of the exam to notify them that they are unable to take the exam as scheduled. Students will be asked to submit documentation to Disability Services to verify they sought medical attention and why they were unable to take the exam. Disability Services will work with the instructor to verify that documentation has been submitted. It is up to the discretion of the course instructor whether or not to allow the student to reschedule the exam. The professor must notify Disability Services of their approval and must also designate a time frame for when the exam needs to be taken. If the instructor has granted approval, the student should contact the Coordinator for Disability Services to determine a new date and time for the exam. The exam will be rescheduled on a space available basis.

In instances where students are sick or have a personal situation that prevents them from taking the exam, they should be in contact with their course instructor prior to the start of the exam. Students may be asked to provide a doctor's note or verification as to why they were unable to take the exam at its original time. It is up to the discretion of the professor to allow the student to reschedule the exam. The student should work with their professor to schedule a time and place to make up the exam. The professor will be responsible for coordinating arrangements.