LEARNING DISABILITIES TESTING ACCOMMODATION GUIDELINES

Students must:

1) Notify the Learning Disabilities (LD) Program at least one week before a scheduled exam to receive testing accommodation authorizations.

2) Personally deliver their testing accommodation authorizations to their instructors at the start of the semester or at least one week before a scheduled exam. LD recommends that students meet with their instructors during office hours, whenever possible, to present accommodation authorizations.

3) Remind their instructors to send exams to the Testing Center (L-221) one class session before they are scheduled to be taken.

4) Arrive on time for testing appointments. Failure to do so may result in not being able to take the test in the Testing Center (L-221).

5) Make appointments that allow for enough time to complete an exam with extended time considering the Testing Center’s (L-221) hours of operation and all other scheduled responsibilities.

6) Take exams the same day and time as the class does and complete the exam in one sitting. Exceptions to this must be approved by the class instructor.

7) Indicate if they will be using Kurzweil for reading exams. This accommodation must be authorized by an LD instructor.

8) Keep their cell phones and other electronic devices not required for test-taking stored outside the testing room with their personal belongings.

9) Take care of personal needs prior to starting exams (bathroom, using cell phone, etc.). Students may not leave the Testing Center at any time during testing without staff approval.

10) Follow all SAC Academic Honesty Guidelines while test-taking in the Testing Center (L-221). No talking or communication between students is allowed in the testing room. Students suspected of cheating will be subject to disciplinary action.

11) Ask a Testing Center staff member to print out word processed essays or test responses.

12) Tell an LD staff member immediately if they encounter any problems related to taking a test in the Testing Center.