

Disability Services Test Accommodation Procedures

Students:

- Students are responsible for scheduling any exam with DS at least 3 business days prior to the exam. Students should provide the date, time, and instructor when scheduling.
- Exams are to be taken at the same time as the class takes it unless the student's schedule prohibits doing so. Exams taken any other day than the scheduled day must be pre-approved by the instructor and are subject to the availability of a testing area.
- Exams are to be started on time. Students who are tardy will have their "late time" subtracted from the allotted time allowed.
- All make-up exams need to be authorized by the instructor.
- No textbooks, calculators, notes, etc. are allowed in the testing area without approval from instructor. Secure lockers will be provided for such items and other personal belongings.
- No phones, smart watches, laptops, or other devices will be allowed in testing rooms. Any variance needs written approval from instructor.

Faculty:

- DS will send you an email prior to exam requesting the test via email or intercampus mail – your preference.
- Please include the time limit and any information/materials allowed for the exam (i.e. calculators, formula sheets, books, etc.)
- Upon completion, tests will be returned to your campus mailbox unless otherwise specified.

Testing rooms are monitored by cameras. Any students displaying academic dishonesty may be ineligible for testing accommodations and the instructor will be notified.

Students requesting accommodations are entitled to the confidentiality of services that should be maintained by faculty and staff at Lake Superior College.

This form can be provided in alternative formats upon request by contacting Disability Services.