



Specifications about Accommodations

Testing accommodations

Students are required to submit a testing request online for each exam they plan on using their testing accommodations for when testing on campus in the Disability Support Services office. All testing requests must be submitted a minimum of 3 business days in advance (this does not include holidays or weekends). If a student does not submit a testing request online with at least 3 business days' notice, the testing request will be denied and the student will have to test in the classroom with the instructor without any testing accommodations. It is the student's responsibility to submit all testing requests in a timely manner.

Online testing vs testing on campus

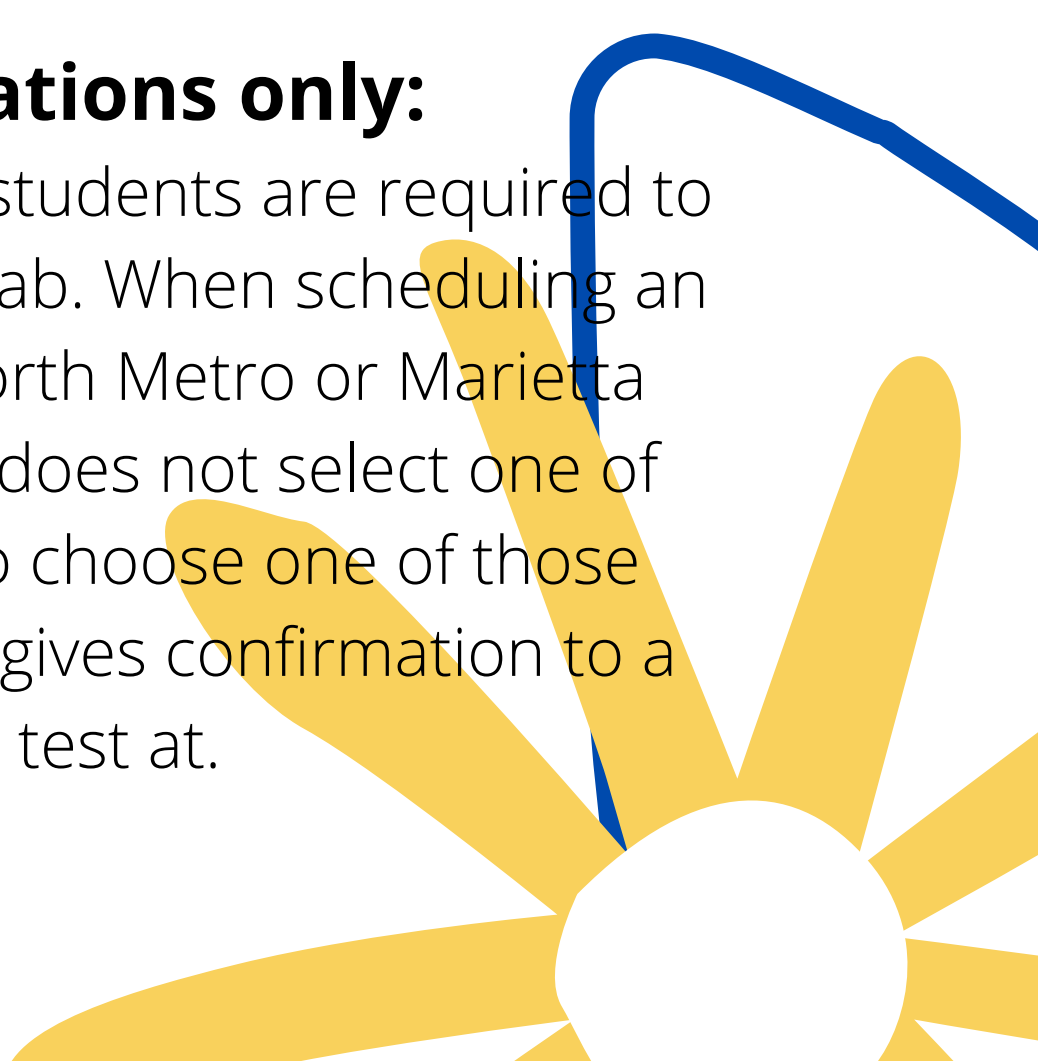
If a student is taking an exam online (at home), the student does not need to submit a testing request online. Instead, the student should communicate with his/her instructor prior to the test date to ensure that extended time (or any other testing accommodations) have been allotted to their online exam. It is the student's responsibility to ensure that communication about any online testing accommodations are discussed with the instructor ahead of the exam date. If the student does not communicate with the instructor about online testing instructions prior to the exam, the student will not receive those testing accommodations.

Quiet Testing Environment vs. Isolated Testing Environment:

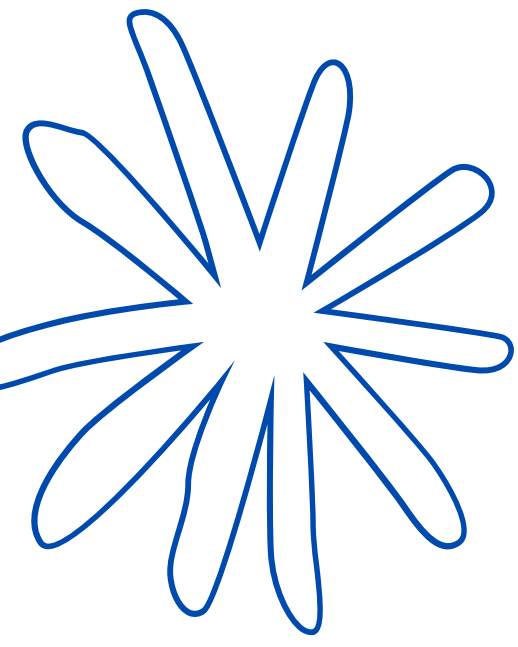
- Quiet Testing Environment: Smaller testing area; less students than regular sized classroom; less distractions
- Isolated Testing Environment: The only student in testing area

Final exams at North Metro and Marietta campus locations only:

Due to the high volume of students taking exams during final exams week, all students are required to test on either the North Metro or Marietta campus location in the DSS testing lab. When scheduling an appointment for final exams, students should plan on selecting either the North Metro or Marietta campus location when submitting his/her testing request online. If a student does not select one of those two campus locations, they will be contacted by a DSS staff member to choose one of those campus locations. The testing request will not be processed until the student gives confirmation to a DSS staff member of the campus location they are selecting to test at.




Ability to Request 2 calendar days on assignments



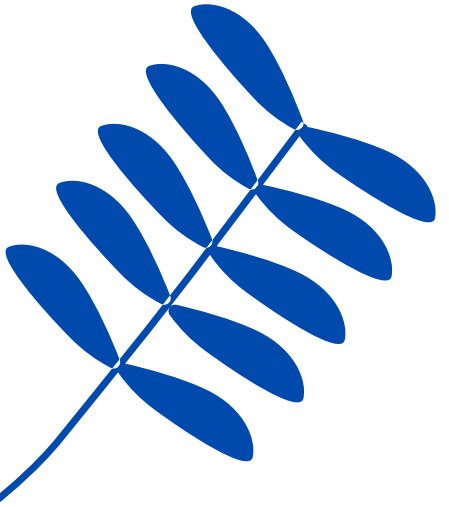
This accommodation is intended to give students extra time to complete short-term assignments or readings. No more than two calendar days can be requested. This accommodation only applies to assignments that have been assigned for less than two weeks. If the assignment is on the syllabus and the student has had more than two weeks to complete the assignment, this accommodation does not apply. Additionally, this accommodation only applies to regular assignments and readings - not tests and quizzes. Students must request to use this accommodation from the instructor before the due date. If the request is made on the due date or after the due date this accommodation is not applicable. Permission must be given from the instructor **each time** the accommodation is needed. It is the student's responsibility to request this accommodation for each assignment where an additional two calendar days is needed.

Allow frequent breaks (classroom accommodation)




Students with this accommodation are allowed to leave the classroom as often as needed but must return after a short break. Student must return to class. Please note: this accommodation is given in the classroom environment, not the testing environment unless specifically noted on the Accommodation Letter.

Permission to take breaks during testing (testing accommodation)

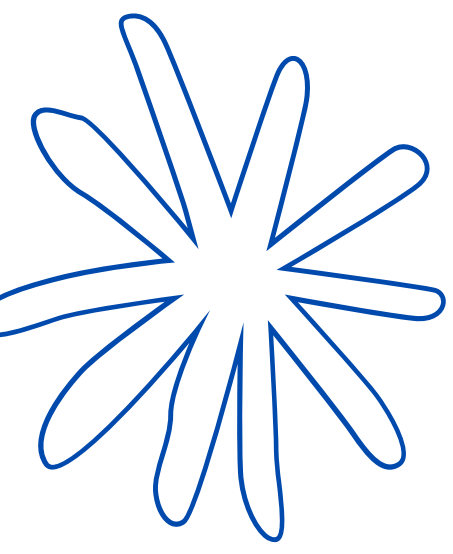


Students with this accommodation are allowed to leave the testing area briefly to tend to medical or personal needs such going to the restroom, eating a snack, taking medicine, etc. A break during the testing time should be short, approximately less than 15 minutes, to ensure that academic integrity is being maintained. Please note: this accommodation is given in the testing environment when testing with DSS, not the classroom environment unless specifically noted on the Accommodation Letter.

Use of Calculator



Students that are approved to use a calculator on exams must receive specifications from the instructor on the type of calculator that is approved (i.e. graphing calculator, 4-function calculator, etc.). If the instructor does not specify which type of calculator can be used, the DSS department will provide the student with a 4-function calculator during the exam. Please note: the DSS staff reserves the right to ask a student to clear out saved formulas, history, etc. from programmable calculators, such as graphing calculators, prior to starting an exam.



Disability Related Absences

This accommodation allows students to miss class for disability related reasons without being penalized for attendance. (i.e. if a student is hospitalized or their disability prevents them from coming onto campus.). Students are still responsible for any academic material, assignments, projects, tests, or quizzes due during the time of the absence unless medical documentation is provided to Disability Support Services. Permission to make-up any missed work should be discussed with the instructor after relevant information from documentation is given from Disability Support Services.

- With documentation, Disability Support Services can support the absence(s) and work with the instructor to adjust due dates, exams, etc. as needed
- Must come from a medical professional with the date of absence(s) included on the documentation.
- Without documentation, the student will be responsible for communicating with the instructor about missed assignments and create a plan moving forward. The student is also responsible for notifying the instructor before the class time.



Ability to leave the classroom abruptly

This accommodation is to be used when a student's disability causes the need to leave class abruptly. Students do not need to ask permission to leave when utilizing this accommodation. Instructors should not comment on the student leaving or returning.



Note-taker

A student approved for a student note-taker must communicate and directly request this accommodation with his/her instructor. If the student does not directly request this accommodation with his/her instructor, the accommodation will not be provided. Once the student has communicated with the instructor a desire to utilize this accommodation, the instructor will select another student in the classroom to serve as a student note-taker. The student can request for his/her identity to remain confidential from the student note-taker if desired. If this is the case, the student must directly communicate this with his/her instructor. Quality, penmanship, writing style or note-taking style is not guaranteed. Disability Support Services is not responsible for the quality of the notes that are provided by the student note-taker. Please note: if a student is utilizing this accommodation, it is expected that the student also continues to take his/her own notes during class throughout the semester.



Food/drink in class

This accommodation allows students with a medical need to have food and/or drinks in the classroom. Note: Students cannot have food or drinks in a lab setting due to safety guidelines regardless of the approved accommodation. Instead, the student is allowed to step out of the lab as needed for food and drink in a designated space and/or hallway.



Use of word bank

Students that are approved to have a word bank on exams will be provided with a word bank for exams that include a fill-in-the-blank format only. The word bank will include more words than what will fulfill the number of answers on the exam (for example, if the exam has 10 fill in the blank questions, the word bank may contain 20 word options). Please note: a word bank will not be provided in any science-related course to ensure the integrity of the core competency and academic integrity are not compromised. Additionally, if a specific course, exam, or assignment has spelling as a core component, this accommodation would not be applicable despite having this accommodation listed on the Accommodation Letter.

***This accommodation is not applicable on state or national issued exams.**



Use of formula sheet

Students that are approved to have a formula sheet on an assignment or exam will receive an approved formula sheet from the instructor. The formula sheet may include more formulas than what is needed for that particular assignment or exam (for example, if the exam requires the use of 3 formulas, the sheet may contain 10 formula options). Please note: a formula sheet will not be provided if this compromises the integrity of the assignment or exam (determined by the instructor), despite having this accommodation listed on the Accommodation Letter.

***This accommodation is not applicable on state or national issued exams.**