



## *Testing Accommodations*

Students with disabilities frequently use testing accommodations. Types of accommodations vary from student to student. Accommodations are based on documentation held in the Office of Disability Services. Accommodation Letters will list precise test-taking adaptations needed for each student.

The Office of Disability Services will assist faculty who cannot provide the testing accommodations. In many cases, accommodations may be provided by the Office of Disability Services, Coordinator because of time constraints and instructor availability.

### *Out-of-Class Testing Procedure*

- At least one week prior to the test, the student should: Inform Student Disability Services **via Owlnet** to allow time for coordination to occur between the faculty member, student and Student Disability Services. Owlnet or email is the preferred method of communication when making arrangements as the email will serve as suitable documentation for the student should questions arise.
- Instructors are responsible for making the test available to Student Disability Services.
- Instructor will inform Student Disability Services on how to send back test (email, pick up, or drop off).
- Students are expected to complete the test in a fair and ethical manner. Student Disability Services adheres to the university's policy regarding the issue of cheating.
- Test must be taken on the scheduled date and time that is on agreed upon between the faculty, student, and Student Disability Services.
- Instructors' policies regarding absences from test apply to proctored testing by Student Disability Services. If an emergency causes the student to be absent from a scheduled test, the student is to call the instructor immediately and then notify

Student Disability Services. NOTE: Rescheduling a test requires another consultation between the faculty, student, and Student Disability Services.

- If a student is more than 15 minutes late for a test, the test proctor may not be able to administer the test. If the test is administered, the amount of time the student is late will be deducted from the total test time.
- Unless instructors specifically note special instructions for administering the test, Student Disability Services will NOT allow students to bring items into the testing session.

*Out-of-Class Testing Procedure Instructions:*

- Log into OwlNet
- Click on Students on the Top banner
- Scroll down to Student Disability Services
- Click link that says Disability Services Page
- Select the link "Out-of-Class Testing Accommodation form"
- Complete a form for each test/exam that you would like to take out of class with extended time.

Please email [Selena.Meints@WilliamWoods.edu](mailto:Selena.Meints@WilliamWoods.edu) to arrange a time/date to take the exam in either the testing room 107 or in the lower level of the academic building computer room.