



ACCESSIBILITY
RESOURCE
CENTER

Students receiving alternative testing arrangements as part of the accommodations implemented with The Accessibility Resource Center are required to follow our procedures:

1. At the beginning of the semester, students are encouraged to request an accommodation letter from ARC. Once you receive your letter, we encourage you to discuss your testing accommodations with your professor.
2. If you have timed exams, professors should adjust times
 - a. Additional time should be added to Blackboard exams
 - b. If you are required to submit timed essays or exams via email, professor should allow an extension equivalent to the additional time received
 - c. **Please note exams that are designated open ended time frames are not liable to extended times.**

Example: Professor gives midterm on Blackboard that you have a week to complete. Students with double time WILL NOT be given two weeks if they have double time or a week and a half for 50% more time.

1. If you require exams in an alternative format, please notify Testing Center of upcoming test within a week of scheduled exam date. In communication with professor ARC will assist in providing exam in alternative format.

Please fill out an **Exam Request Form**. It is available online, at the Testing Center (B-207) and sent via email throughout the semester. This should be done at least a week prior to your exam/quiz. It allows our office to prepare and provide the best test taking environment.

2. If for any reason, you are not getting the accommodations you need, or have any questions or concerns about testing accommodations please contact ARC or Testing Center. The office is available to assist and troubleshoot any exam related difficulties

I have read the instructions above, and fully understand my obligation toward receiving accommodations for my exams.

Signature _____ Date _____