



ACCESSIBILITY
RESOURCE
CENTER

Students receiving alternative testing arrangements from the Accessibility Resource Center are required to follow our procedures:

1. In the beginning of each semester, discuss with your professors your testing accommodations. This is done by introducing yourself and handing your professor a memo from our office.
2. Remember it is best if your professor can administer the exam with the appropriate testing accommodations. This way, problems such as exam security and misplaced tests can be avoided. However, if it is impossible for your professor to handle this non-standard test administration, our center will do its best to administer the exam. Your professor must allow your accommodations.
3. Schedule your exam with us at least one week in advance by providing us with the following information:
 - a. An exam request form to be filled out by you and your professor
 - b. If you are taking your exam at a different time indicated on your exam request form, we must have written permission or a telephone call from your professor
 - c. Your professor should (e-mail, fax, or hand-deliver) the exam to our center.
4. If, for any reason, you are not getting the accommodations you need, please inform the Director of ARC. Also, if you believe you need a new accommodation you must discuss this with the Director.

It is essential for you to realize that taking your exam in our center is the equivalent of taking it with your professor, and we are responsible for the integrity of the exam. **We expect you to be punctual and behave as if you were taking the exam in class.** If you are late, the extra-allotted time will be deducted from the time you are given. Otherwise, you may talk to your professor about rescheduling the exam. You should know that our testing rooms are monitored by proctors.

I have read the instructions above, and fully understand my obligation toward receiving accommodations for my exams. My signature also indicates that I understand and accept the consequences of my actions with respect to academic dishonesty, and I hereby state that I will not give assistance to anyone, receive assistance from anyone, nor will I use any unauthorized notes during this examination. In addition, I am on my honor to neither provide nor reveal information from or to my peers if I take my exam on an alternate date from the class.

Signature _____ Date _____