**Accommodated Exam Procedures, Policies, and Responsibilities**

Ensuring a smooth and successful accommodated testing experience depends on you. As part of your exam preparation, you should complete the necessary steps to implement your accommodations within the established timeframes. Further, it is important to understand the various responsibilities and expectations involved in accommodated testing.

**GENERAL EXAM INFORMATION**

1. The ALC testing environment is an extension of the classroom and other academic settings, and the same high standards of academic honesty are expected and enforced, as stated in Albright’s Academic Integrity Policy.
2. Testing spaces are guaranteed when deadlines are met; last minute requests jeopardize your ability to reserve a room because our rooms are often booked every day.
3. Knowing your approved time extension in advance of your scheduled exam is important. Even if your professor indicates that you can have unlimited time, you will be afforded the time extension agreed upon by you the Disability Services Office. Should you believe you need more time for a specific class, you should discuss this with a staff member after your first exam experience in any particular course. Managing your time during the exam is recommended.
4. Tests will be scheduled to begin no earlier than 8:00am and be completed no later than 5:00pm. This means that you will have to ask your professor for permission to begin your exams earlier for some courses (such as an evening class) and if you have back to back classes, you need to speak with your professor in advance regarding lateness to class.
5. During peak exam times such as midterms and finals, it is possible that 1-3 students will be scheduled simultaneously; these logistics still provide a low distraction testing environment.
6. No personal belongings or impermissible exam materials are permitted in the exam rooms. The ALC reserves the right to check all items to safeguard exam integrity. All items will be held at the front desk, including electronics.
7. Short bathroom breaks are permitted only with permission of an ALC staff member.

**STUDENT RESPONSIBILITIES**

1. At least one week before the exam, complete your section of the Accommodated Test Administration Form and ask your professor to complete his/her section of the form. Your professor is responsible for completing the “Instructor” section of the form. If you have not provided your professor with your accommodation letter, s/he will request this before completing the form.
2. At least three (3) days before your exam, you must return the completed and signed Accommodated Test Administration form to the ALC. The form will not be accepted if delivered by anyone else but you.
3. **BE ON TIME FOR YOUR TEST.** If you are more than 15 minutes late, you will decrease your test time. If you are significantly late, the ALC reserves the right to return the exam to the instructor. Missing an exam or arriving very late will require you to discuss the consequences with your professor. If you believe you will be late to your exam in the ALC due to an emergency, you must contact the office and let us know.
4. Should you need to reschedule an exam due to an emergency or athletic participation, inform both the ALC and your professor immediately. In order to reschedule the exam, you must request that your professor grants written permission to the ALC including the approved new date and time.
5. If you have any concerns during your test about distractions or allotted time, you should communicate them to an ALC staff member during the exam and afterwards. Any test questions that cannot be answered should be written on the exam to ensure your professor is aware of your understanding. Professors aren’t always available.

**ALC AND DISABILITY SERVICES OFFICE RESPONSIBILITIES**

1. Maintain high standards for academic integrity and works to provide a low distraction environment.
2. Work collaboratively with students and faculty to implement all approved exam accommodations and to administer the exam on the scheduled date/time. This includes calculating approved time extensions.
3. Monitor student behaviors and personal belongings during accommodated tests. When necessary, we communicate academic integrity concerns with professors.
4. Return completed exams to the instructor via the method indicated by the professor on the Accommodated Test Administration Form.

Our signatures on this form acknowledge that exam procedures have been discussed in detail. I understand that if I do not recall all of these details that I will contact the Disability Services Office for guidance or re-review these responsibilities.

Student Signature: __________________________ Date: ______________

ALC Staff Signature: __________________________ Date: ______________

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