

POSSIBLE TEST ACCOMMODATIONS

The Disability Staff anticipates that this student might request test or quiz accommodations for your class. This might occur at any point in the semester.

All test/quiz accommodations' are initiated by the student- not the instructor-through Disability Services.

You will be sent a form indicating the approved testing accommodation. Should this student ask for any special test considerations and you have not received the form; please immediately refer the student to Disability Services.

We are informing you of the potential for test/quiz accommodations now to assist you in planning.

Our process requires student to contact us 3 – 5 days before each test or quiz. Test accommodation requests submitted with less than 3 days' notice will be subject to instructor/department approval. This gives us time to communicate with you regarding test conditions and arrangements for delivery of the test. We realize that you may find it necessary to announce some test/quizzes with less than 3- 5 days' notice. In that case, we'll make every effort to work with you in order to meet with the College's obligation to the student in compliance with the ADA.

Once a student has requested a test accommodation, a notification will be sent to you by a Disability Services staff member. Using your college e-mail address- you will be asked to respond by e-mail with the following:

Time allowed for class to take test;

If student needs to report to class on test day;

Conditions for the test;

Delivery of test.

ALL TESTS ARE HELD FOR PICK UP.

If you use Blackboard for any of your tests, please contact Jeff Peters, eLearning and Support; JPeters@monroeccc.edu (384-4129) so that he can assist you regarding "the timer" when "extended time" is an approved accommodation.
