**Accommodated Testing**

**Tips to Ensure a Smooth Testing Experience**

**First week of classes:**

* Pick up copies of your accommodations letter from the Disability Services Office
* Give a copy of the letter to each of your professors and ask about their preferences regarding accommodated testing. Some may be able to provide accommodations themselves, but most cannot. Discuss any restrictions or requirements they may have, particularly in scheduling a test if you are unable to take it during your regular class time (do you need to test before the class does, after the class does, within what date range, etc.).

***AT LEAST 5 days* before a regular test:**

* Contact the Center for Testing (by telephone or in person is recommended) to make an appointment.
* Mention if the test is online or if you will need equipment or software
* Notify your professor that you have made an appointment (We will send an email notification, but it’s a good idea for you to make a contact as well)

***AT LEAST 2 weeks* before a final exam:**

* Contact the Center for Testing to make an appointment
* Notify your professor that you have made an appointment (The final exam schedule is posted on the Registrar’s website, but check with your professor to make sure you will take a test at the scheduled time)

**During your last class before a test appointment:**

* Remind your professor about your test appointment. Make sure you are aware if he/she wants you to pick up or return the test.

**The day of the test:**

* Arrive on time for your appointment
* Bring your Bobcat card or other photo ID and any materials you need for the test (Scantron, calculator, etc.)

**Other considerations:**

* Register for tests early to have the best selection of space and resources
* If a test date changes or if a test/quiz is announced unexpectedly, contact the testing office as soon as you can to make arrangements
* If you will not need a scheduled appointment, notify the testing office as soon as you can so we can open the space for someone else

**Center for Testing** **109 Russell Library** **478-445-5016**