

# Test Taking Accommodations

Alternative testing is one of the most common accommodations used by **ACCESS** students. Often taking the test in a quiet environment with a little extra time lets the student truly demonstrate their subject knowledge to the instructor. Other accommodations, such as the use of assistive technology, readers, and scribes may also be appropriate.

Students must be registered with **ACCESS** and have authorization for specific testing accommodations on file. Only those listed accommodations may be used. Testing appointments and/or cancellations are required as outlined in the *Test Proctoring Agreement*.

## Procedure

- \*Read and sign a *Test Proctoring Agreement* that fully outlines the alternative testing requirements. This is done each semester.
- \*See the **ACCESS** Test Proctor to request a *Confidential Memo* to take to each instructor; this memo will outline and authorize your use of alternative testing.
- \*Deliver the memo to your instructor and work out any details.
- \*Return the *instructor-signed* memo to the Test Proctor and let **ACCESS** know if there are any concerns from the instructor.
- \*Make testing appointments 3 days in advance to secure your testing station and necessary services or accommodations.

Before each test, "politely" remind your instructors of your alternate test arrangements ... it saves everyone from last minute scrambling.