



# Guide to Using Your Testing Accommodations

Step 1: Give your [Letter of Accommodation](#) to your Professor

Step 2: Discuss with professor whether you will be taking your accommodations in a space the professor provides OR the Student Accessibility Services Testing Center.

Step 3: If taking a test in the SAS Testing Center:

- Make sure you have enough time to take your test with extended time. If not, talk to your professor about a time that fits your schedule (we can help you with this!)
- Once you know when you will be taking your test, let us know by filling out this survey: [Schedule your exam or quiz at the SAS Testing Center!](#)
- PLEASE give us at minimum two **business days' notice** before your exam or quiz.
- If you or your professor change the day or time of your exam – please notify us right away so we can adjust your reservation.

Step 4: Show up for the exam at the Testing Center!

- We recommend coming at least 5 minutes in advance so we can get you seated on time.
- You will be asked to leave your personal belongings (including cellphone) in a safe space before entering the testing rooms.
- You will have access to scrap paper, ear plugs, and white noise machines unless otherwise instructed by your professor.
- You will also have access to bathroom facilities in our center while testing unless otherwise instructed by your professor.
- You will be monitored by camera while taking exams. If there is ever a concern around academic integrity, we will shut down the exam and refer the situation to your professor for review.

## Frequently Asked Questions on Testing with Accommodations:

### **Does extended time count on take home exams?**

No, any exam that is given for an extended window of time is considered untimed. Generally, any exam with a window longer than 6 hours standard time is considered untimed unless the professor determines otherwise.

### **Does extended time on exams count on assignment deadlines?**

No, extended time on exams and quizzes only refers to timed assessments-not homework or other assignments which provide a window of time for completion.

### **Are there exams for which my accommodations will not be provided?**

There are very rare situations in which an accommodation may compromise an essential element of an exam and will not be authorized for that specific assessment. This is determined on a case by case basis between the professor and our office.