



JEFFERSON COLLEGE of HEALTH SCIENCES

Student Affairs

Policies for Students Eligible to Receive Modified Testing Through Disability Services

- I understand that it is my responsibility to notify each of my instructors of my testing accommodation needs as soon as possible every semester via Student Accommodation Request Form for Faculty and Faculty Testing Accommodation policy
- I understand that testing accommodations will be provided for classroom and lab tests and quizzes, but not for any practical lab tests (unless physical accommodations are needed, or different arrangements are made with the Disability Coordinator.)
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- I understand that I will begin taking my tests at the same time as the general class whenever possible, and that the instructor may give me my tests in an appropriate place with the necessary accommodations or may have me to schedule my test with the Disability Coordinator (CH 506)
- I understand that all tests will be given in a proctored environment, either by my instructor or another proctor;
- I understand that I am not to carry a test either to or from the testing site. Instructors will assume the responsibility of getting tests to the Coordinator, and test will be returned to the instructor or department secretary at the end of the day;
- I understand that for occasions when I cannot take my test at the same time as the class (due to scheduling conflicts with other classes or clinicals), I still must complete my test no later than 5:00PM on the day the test is given to the rest of my class unless further instructed by faculty
- I may schedule my tests earlier (e.g., a day earlier) than the rest of the class in order to provide extra time. However, I may not be able to schedule a test after the published test day, or the test grade may be lowered if I am able to take it late;
- If I take a test earlier than the rest of the class, I understand that the Honor Code is in force, and I will not discuss the test with anyone;
- I understand that I need to use my testing accommodations at least 2 times during a semester to be able to use the accommodations on final exams
- **Test dates/times must be approved 48 hours in advance of any test/quiz for which I need an accommodation. Otherwise, there is no guarantee that the accommodation can be provided;**
- **I will check with my instructor a week before any test I plan to take in the LWC to ensure s/he knows to provide a copy to the Coordinator;**
- The College will not be responsible for scheduling tests around my work schedule or times outside the Disability Services hours of operation (8:00AM-5:00PM, Monday-Friday);
- I will make an appointment with the Program Director to discuss any exceptions to the above on a case-by-case basis.

Student's signature

Date

Coordinator's signature

Date