



JEFFERSON COLLEGE of HEALTH SCIENCES

Student Affairs

Policies for Students Eligible to Receive Modified Testing/Assignments through Disability Services

The student is responsible for scheduling these tests either at the start of the semester or at least two business days in advance of the test. If the test is scheduled less than two business days before the test, the Disability Services Office is not liable to provide all eligible accommodations due to volume of student need.

- I understand that the Disability Accommodations paperwork needs to be signed at the beginning of each semester for my accommodations to be valid.
- 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 the 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 Services Counselor).
- I understand that if I am found eligible for extended time on assignments that I have an additional 48 hours to complete that assignment before it is considered late and the syllabus late policy goes into effect.
- 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 schedule my tests with the Disability Services Counselor.
- 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 sending tests to the Disability Services Counselor, and tests 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 must complete my test no later than 5:00PM on the day the test is given to the rest of my class unless otherwise 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 take a test earlier than the rest of the class, I understand that the Honor Code is enforced, and I will not discuss the test with anyone.

- I understand that I need to use my testing accommodations at least two times during a semester to be able to use the accommodations on final exams.
- Test dates and times must be approved two business days in advance of any test or 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 that I plan to take to ensure he or she knows to provide a copy to the Disability Services Counselor.
- 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 or as otherwise noted and advertised).
- I will make an appointment with the Program Director to discuss any exceptions to the above scheduling policy on a case-by-case basis.
- I understand I must provide accommodation documentation to my faculty members at least two business days before the first test.
- I understand that faculty members are not required to give accommodations for the first test if documentation is not received in this time frame.
- I understand that faculty must provide documented accommodations for every quiz and test thereafter.

Student's Signature

Date

Disability Services Counselor

Date