

PROCEDURES FOR TESTING ACCOMMODATIONS

Determine whether the faculty will provide the required accommodation (e.g. you/your student assistant could administer the test in your office) OR whether the student will need to take the test through the Office of Academic Affairs (OAA).

If using the Office of Academic Affairs: The student completes a Service Request Form in the Office of Academic Affairs. **Request should be completed as soon as the test date is know, at least 4 business days prior to the test date.** The student is required to deliver the yellow copy of the Service Request Form to the instructor. The instructor completes the bottom portion of the form as indicated.

Getting the Test to the Alternate Location:

The faculty member or a representative from the academic department delivers the test to the Library Circulation Desk at least 24 hours in advance. **The test and the complete yellow copy of the Service Request Form should arrive in the envelope provided by the Office of Academic Affairs.**

Once the Test arrives at the Alternate Location:

The student's name, course name and number, date, time & location will be entered into a logbook. The test is placed in a locked file.

Taking the Exam:

In most cases the student takes the test on the same day and if possible, at the same time as the class. Exceptions to this policy are made for weekend, evening, and back-to-back classes.

SERVICE REQUEST FORM

St. John Fisher College • Office of Academic Affairs • Kearney 202 • 385-8034 • email asc@sjfc.edu

Student is responsible for delivering the yellow copy to the instructor the day the request form is completed.

Please check your SJFC e-mail account for test confirmation.

Student Name _____ Course (e.g. ENGL 150-01) _____ - _____

Test Day (circle one): Mon./Tues./Wed./Thurs./Fri./Sat. Date ____/____/____ Time ____:____ A.M./P.M.

Instructor _____ Service Requested: Extended Time / Reader / Word Processor / Scribe
(please circle service as needed)

(Office Use) Proctor/Reader/Scribe _____

Confirmed _____ Location _____

INSTRUCTOR:

Please complete the information below, seal the exam inside this envelope and deliver to the designated location, preferably 24 hours before the scheduled testing time.

1. **Special instructions (e.g. open book, use of formula sheet, etc.)**

2. **Proctor should return completed test to:**

White – OAA copy

Pink – Student

Yellow – Instructor copy

9/08