**ACCESSIBLE STANDARDIZED TESTING**

**Description:** Accessible Testing accommodations for standardized tests (such as the TEAS or CBEST) are provided by the University Testing Office after receiving notification of accommodations from Accessibility Services

1. Register and pay for the standardized test according to published procedures and deadlines provided by the University Testing Office.

2. Contact Accessibility Services for testing accommodations.

3. Check your email to verify your testing accommodations.

4. Arrive to your test on time.



**1. Register and pay for the standardized test according to published procedures and deadlines provided**

**by the University Testing Office.** This can be done by visiting www.csueastbay.edu/testing or by calling 510-885-3662.

**2. Contact Accessibility Services for testing accommodations.** Immediately after registering for the test, contact Accessibility Services to submit an Accessible Standardized Testing Request and schedule an appointment with an accessibility counselor to discuss your testing accommodation needs. If you already receive testing accommodations through our office, you will need to submit an Accessible Standardized Testing Request, but an appointment is not necessary. Refer to the University Testing Office’s website for details regarding the deadline to submit a request.

**3. Check your email to verify your testing accommodations.** After your appointment with an accessibility counselor or after your counselor has received your Accessible Standardized Testing Request, you will receive an email from your counselor to the University Testing Office with your approved testing accommodations.

4. **Arrive to your test on time.** Per University Testing Office policy, if you are more than 15 minutes late to your exam, you will have that time subtracted from your total accommodated testing time or lose your testing opportunity.