**ACCESSIBLE TESTING**

**Description:** Students approved for accessible testing may take their tests with Accessibility Services if the instructor cannot provide the necessary testing accommodations. Students must submit an accessible testing request via their student portal on Accommodate for every test that is to be accommodated. The Accessible Testing Office enforces the testing conditions specified by the instructor.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each term. **Online students:** you are responsible for your own testing conditions, with the exception of additional time. Email to your instructors your Determination of Accommodations letter so they can adjust your time on Blackboard. Online tests that do not require proctoring are not scheduled with Accessibility Services.

 1. Submit a Semester Request for testing via Accommodate.

 2. Submit a timely Accessible Testing request for each test via Accommodate.

 3. Confirm your testing arrangements and location.

 4. Upon arriving at your test location, check in with the proctor.



**1. Submit a Semester Request for testing via Accommodate.** Log in to your Accommodate student portal and submit a Semester Request indicating each course for which you will be utilizing Accessible Testing accommodations. Do not submit a Semester Request for courses that do not have paper-based tests (i.e. online and activity-based courses). It may take up to 48 hours to approve your Semester Request. Once your Semester Request has been approved, you will see an Accessible Testing Request tab in your Accommodate student portal.

**2. Submit a timely Accessible Testing request for each test via Accommodate.** Submit an individual Accessible Testing request for each individual test in each course through your Accommodate student portal at least seven days in advance of the test date, and two weeks in advance for final exams.

**3. Confirm your testing arrangements and location.** Remind your instructor about your Accessible Testing arrangements as the test date approaches. *If your instructor changes the date of a test, you need to otherwise reschedule your test date, or cancel your accessible testing request, please contact the Accessible Testing Coordinator immediately*. One day before your scheduled accessible testing date, you will receive an email confirming the date, time, and location of your test.

**4. Upon arriving at your test location, check in with the proctor.** Review the testing conditions and your accommodations with the proctor. If there are any concerns with the testing environment or your accommodations, please contact the Accessible Testing Coordinator immediately

**Accessible Testing | LI 2550**

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