**ACCESSIBLE TESTING | REMOTE**

1. To take online exams with testing accommodations, email your Determination of Accommodations letter to your instructors at the beginning of each semester.
2. For exams that need to be proctored by Accessibility Services:
   1. Go to our [Instructions, Forms & Policies page](https://www.csueastbay.edu/accessibility/forms-policies.html) and click on “Accessible Testing”.
   2. Fill out the [Accessible Testing Request Form](https://docs.google.com/forms/d/e/1FAIpQLSeAPrS1ZWV8RZqTm-OOnsuiTKMgD-oSiOnNCUTq5V5T1XQ_rQ/viewform) at least seven days before your exam, and two weeks before your final.
   3. Maintain communication with the Accessible Testing office and your instructor up to your exam date.
3. Please see the chart below to determine when to submit a request form to the Accessible Testing office and when not to:

|  |  |
| --- | --- |
| **Online Exams** | **On-Campus Exams** |
| · Share your ***Determination of Accommodations*** letter with your professors.  · If your testing accommodation is for extended time only, you do **not** need to submit a Google Form. Remind your professor of your extended time accommodation so he/she can adjust it on Blackboard.  · If you have other testing accommodations, submit an [Accessible Testing Request Form](https://forms.gle/g1qD2MLfGA7YTbkt9) for each exam at least **one** **week before** the date of the exam.  · Your exam will be scheduled with Zoom proctoring. You will be notified via Google Calendar and your horizon email. | · Share your ***Determination of Accommodations*** letter with your professors.  · Submit our [Accessible Testing Request Form](https://forms.gle/g1qD2MLfGA7YTbkt9) for each exam at least **one** **week before** the date of the exam.  · You will receive an email the night before your scheduled exam with the location of your exam.  · At the time of the exam, you are **required** to wear a mask at all times at the testing location, unless you are in a room alone. |

**Accessible Testing**

**astesting@csueastbay.edu**

**510-885-4503**