

**HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING**

ALTERNATIVE TESTING POLICY

Students with documented disabilities may be eligible for reasonable and appropriate test accommodations. Accommodations that may be available to students include (but are not limited to) extended time, a test setting with few distractions, enlarged text, and use of assistive technology. Recommendations for test accommodations are determined by the Center for Teaching and Learning (CTL) staff following review of the documentation of disability submitted by the student. The student is responsible for delivering a letter of accommodation prepared by the CTL staff to professors who teach the courses in which the student is requesting accommodation. Accommodations recommended by the CTL staff are listed in this letter. Students are responsible for providing appropriate professors with a copy of the letter of accommodation in a timely manner, preferably before the beginning of the semester in which accommodation is needed or as soon as the student determines the need for accommodation in the class.

Students and professors should discuss accommodations for each testing situation to determine whether recommended accommodations are reasonable and effective. Students and professors are encouraged to contact the CTL staff if consultation is needed regarding testing accommodations.

Because students with disabilities are best served when accommodated in the most integrated setting possible, CTL strongly encourages professors to provide test accommodations within their own departments. However, when it is not possible to provide test accommodations within the academic department, the professor can request that CTL assist in the administration of the test.

The following procedures should be followed when setting up a test administration with CTL:

- At least one week prior to the exam, the student should notify CTL of the need to schedule an exam with the CTL office. The student must provide the course name, professor name, date and time of the exam, and accommodations needed for the exam.
- The professor should contact the CTL staff to provide instructions for the exam and to make arrangements to deliver the exam.
- CTL will administer the exam and return it according to prearranged instructions.
- If the student does not keep the appointment for the exam, the exam is returned to the professor. It is the student's responsibility to contact the professor to seek permission to reschedule the exam.

According to my documentation, I am eligible to receive accommodations for testing. If I make arrangements to take my tests at the Center for Teaching and Learning (CTL), I understand that:

- The allotted time for my test will begin at the scheduled class time (unless other arrangements have been made with the instructor and CTL). If I arrive late for the test, the amount of time I am late will be deducted from the total time allowed to take the exam.
- Unless specifically permitted by the instructor, I will not use any books, notes, or other study materials while taking the test. If I am found to be using such materials, the test will be terminated immediately and the situation reported to the instructor and the appropriate Dean's office.
- Bags, phones, etc. will not be permitted in the testing room.
- CTL staff reserve the right to check on a student at any time during an exam at CTL.

Printed Name

Date

Signature

Coordinator, Disability Services

Date