

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

**Disability Related Testing Accommodations and
Alternative Testing Policy and Procedures**

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 fewer distractions; enlarged text; the use of assistive technology.

Specific test accommodations, as well as other accommodations are negotiated between each student with a disability and the Coordinator of Disability Services in the Center for Teaching and Learning during a semester start-up meeting that is individually scheduled during the first three weeks of each term. Accommodations are based on the each student's requested accommodations and individual learning needs as substantiated by the review of the documentation of disability submitted by the student and previous educational history.

To establish accommodations in individual classes, each student with a disability is responsible for delivering an individualized letter of notification, prepared by the Disability Services Office, to each instructor who teaches a course in which the student is requesting accommodation. Approved accommodations are listed in each letter. Students are responsible for providing professors with a copy of the letter of notification of accommodation letters in a timely manner, preferably in the first three weeks of each term.

Students and professors should discuss all accommodations and especially accommodations for each testing situation to determine the best ways to provide accommodations in that class for the current semester. Students and professors are encouraged to contact the appropriate CTL staff if consultation is needed regarding any accommodations.

Because students with disabilities are often best served when accommodated in the most integrated setting possible, CTL strongly encourages professors to provide test accommodations in the regular learning environment to the extent practicable. However, when it is not possible or is disadvantageous to the student to receive test accommodations in the regular setting, the professor may suggest and the student then request that CTL assist in the administration of a test.

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

- At least one week prior to an exam, two weeks for final exams, a student should notify CTL of the his/her desire to have a test administered at the CTL. This is done by filing out a ***Request for Testing Accommodations*** form, available at the CTL, and turning it in, in person to either the Coordinator of Student Services or the Coordinator of Disability Services during normal business hours. This brief face-to-face interaction is essential to the process, and allows CTL staff to check-in with students about a variety of logistical issues and other test variables and procedures.

- At this point, CTL staff makes arrangements with relevant professors for the administration of the exam. Once arrangements have been made, CTL staff, contact the student using his/her HWS email account concerning the specifics of the upcoming exam.
- CTL will administer the exam and return it according to prearranged agreement with the professor.