TESTING ACCOMMODATIONS OVERVIEW FOR STUDENTS

STUDENT SUCCESS CENTER
AULTMAN COLLEGE

DISTRIBUTE COPIES OF YOUR LETTER

You must give a copy of your accommodations letter to the instructor teaching each class for which you intend to use your accommodations, ideally in the first week of classes.

Even if you don't have exams in some courses, it may still be helpful for you to inform your instructors of your accommodations so that they can further support your learning.

Need copies of your letter? Stop by the SSC and ask at the front desk, or email SSC@aultmancollege.edu.

FILL OUT TEST SCHEDULING FORMS

Fill out a test scheduling form for each of your classes. These forms can be found on the laptop cart in the SSC or at https://www.aultmancollege.edu/student-success-center.

Use one form per class. Don't forget to include your final exams. Ask your instructor the time length of the exam so you can multiply the number of minutes bt your extended time allotment. For example, a 60 minute test with 1.5x extended time would be: 60 x 1.5 = 90 minutes.

Your instructor must sign the test scheduling form to indicate that they have received a copy of your letter.

Forms will only be accepted if they are completed in full and include the instructor's signature. Return the form to the SSC front desk or to SSC@aultmancollege.edu, ideally in the first week of classes.

DAY OF THE EXAM

On test day, come straight to the SSC unless your instructor asks you to do otherwise. Put your belongings in a locked cubby and settle into a testing room. You got this!

AFTER THE EXAM

You conquered the exam! Before leaving the SSC, make sure to sign your proctoring report and hand in any paper materials. Return to lecture, if applicable.

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