

## Testing Accommodation Form

Return completed forms to: [North Bldg. Rm.300], at least **[TWO WEEKS]** prior to exam date.

For assistance, please call 212-650-3582 or email at [acesstesting@hunter.cuny.edu](mailto:acesstesting@hunter.cuny.edu).

Testing accommodations are only provided during program's operational hours (M-TH, 9:00 am-9:00 pm and F, 9:00 am-5:00 pm)

The following must be completed by <b>STUDENT &amp; INSTRUCTOR</b>	
Name of Student:	Name of Instructor:
Contact Information: (phone/email)	Contact Information: (phone/email)
Course:	Exam Date:
Exam Start Time:	Length of Exam Time:
If exam time conflicts with students schedule due to another exam and/or has a class scheduled that day, please indicate an alternative date/time:	
Student's Signature	Instructor's Signature:

The following must be completed by <b>INSTRUCTOR</b> only	
<b>Submission information for exam</b>	<b>Return information for exam</b>
Exam will be: <input type="checkbox"/> Delivered: North Bldg. Rm. 300 <input type="checkbox"/> Emailed: <a href="mailto:acesstesting@hunter.cuny.edu">acesstesting@hunter.cuny.edu</a> <input type="checkbox"/> Left for pick-up at Department :	Exam is to be returned by: <input type="checkbox"/> Will pick-up: North Bldg. Rm. 300 <input type="checkbox"/> Email: <input type="checkbox"/> Delivered to Department:
Department Rep. Signature:	Department Rep. Signature:
Additional Notes/Comments/Instructions: (e.g. use of calculator, scantrons, etc.)	

The following must be completed by <b>TESTING STAFF</b> only		
<input type="checkbox"/> Double <input type="checkbox"/> Time & 1/2	<input type="checkbox"/> Computer (Word Processor)	<input type="checkbox"/> Other: (Please Specify)
Testing Environment: <input type="checkbox"/> Less Distractive (HN300) <input type="checkbox"/> Least Distractive (Library)	<input type="checkbox"/> Assistive Tech Device/Program: (Please Specify)	<u>Additional Notes:</u>
<input type="checkbox"/> Reader	<input type="checkbox"/> Enlarged Print/Font:	
<input type="checkbox"/> Writer	<input type="checkbox"/> Interpreter	
	<input type="checkbox"/> Calculator	

Testing Staff Check List	
Exam Date:	Completed Exam: <input type="checkbox"/> Scanned <input type="checkbox"/> Emailed <input type="checkbox"/> Delivered
Exam Time:	Staff Initials:
Exam Location: <input type="checkbox"/> HN300 <input type="checkbox"/> Library <input type="checkbox"/> Conf. Rm. <input type="checkbox"/> Other:	TAF Received Date:

# TESTING GUIDELINES

**Testing accommodations are provided by the instructors/faculty or by the Office of AccessABILITY.**

**Disciplinary action may be taken against students who do not follow these guidelines.**

## **Student Responsibility:**

- ✓ Students requiring testing accommodations are to complete a Testing Arrangement Form (TAF) for each examination. Forms can be picked up at the Office of AccessABILITY 1214B East, the Access & Technology Center Rm. 300 Hunter North, or printed from our website at: <http://www.hunter.cuny.edu/access/guidelines-and-forms/guidelines>
- ✓ Exams are held in **300HN** unless otherwise instructed by the Office of AccessABILITY Testing Coordinator.
- ✓ TAF's are to be submitted to the Testing Staff [**2-weeks prior**] to the exam date.
  - I. If students fail to meet the Testing Arrangement deadline, they must arrange an alternate time with their instructors.
- ✓ Students are required to inform the Testing Coordinator **at least 24 hours before the test date** in case of an absence.
  - I. In cases of lateness, students will only be provided with the remainder of their allotted time as indicated on the Testing Arrangement Form.
  - II. For exams that require proctors: Proctors will wait **½ hour** in the testing room before the exam is dismissed.
- ✓ All missed exams will be returned to the designated department.
  - I. Exams can be rescheduled with the permission of the instructor. Please follow guidelines set by the syllabus.
- ✓ Inform the Testing Staff of any testing adjustments / accommodations that will be required for the exam (e.g. computer, assistive technology, interpreter, etc.)

## **Faculty Responsibilities:**

- ✓ It is important that all exam dates be included in the class syllabus or announced in advance in order for students to schedule their testing accommodations accordingly.
- ✓ A **minimum of 2-weeks** is required to secure a proctor, reader, and/or scribe for the exam.
- ✓ To authorize anything outside of the students' accommodation, an instructor's signature is required on the testing form. (e.g. calculators, open book, etc.) Please indicate on the TAF.
- ✓ We ask that exams be provided to the Testing Staff [**24 hrs prior**] to the scheduled exam date.
  - I. When possible, The Office of AccessABILITY can pick up exams at the designated departments, however during periods of high test volume we prefer exams be emailed or dropped off at the Testing Center.
  - II. Instructors may be responsible for administering the accommodated exam if exams are not available to the AccessABILITY Testing Center on the day of the exam.

## **Office of AccessABILITY Responsibilities:**

- ✓ All exams will be kept in a secure location and will only be opened at the time of the exam.
- ✓ Exams will be administered during the regular date and hours that the class is scheduled take it.
  - I. In the case of possible conflicts (e.g. exams scheduled before/after hours of operation, conflicts with another scheduled class, or in cases of medical emergencies, an alternate date & time will be proposed.)
- ✓ Exams will be delivered to the instructor by methods requested on the TAF.
  - I. During periods of high testing volume, there may be delays on exams that are requested to be delivered.
  - II. If it is not checked off how instructors would like exams to be received, they will be scanned and emailed.