

Support Services Accommodations & Testing

Student's Responsibility:

- Students must sign up for accommodations at the beginning of EACH semester they are enrolled at Alexandria Technical & Community College.
- Students must let a Support Services staff person know when they are to have a test each time a test is to be scheduled.

Arrangements must be made at least 24 hours in advance. This allows us time to get the test and instructions from the instructor and to make sure staff is available to administer the test.

***Note: If a student does not provide adequate notice for a test, he/she is still entitled to the accommodation, but may sacrifice the guarantee that it can be provided in the fullest measure.**

- Students must let the instructor know they will be taking the test in Support Services. Students are encouraged to send instructors an email stating their intention. Students should also check with the instructor for instructions on whether to come directly to Support Services or go to class before or after the test.

All tests are scheduled at the same time the regular class is scheduled to test. Exceptions: illness on the day of the test, back to back classes, and/or Support Services staff scheduling conflicts. If there is a conflict, please check with your instructor before scheduling tests to see when he/she will allow you to take it. If a change in arrangements is necessary, please notify us as soon as possible.

During the test:

- Cell phones will be turned off and given to Support Services staff.
- All books, notes, and other materials will be placed away from the testing area.
- Once a test begins students cannot leave the area and begin testing again.

I have read, understand and agree to the above terms and conditions.

Name

Date