

Policy and Procedure – Learning Support and Disability Services Department

Accommodation – Exam Modification

Student Responsibilities

Each student who receives exam modification as an accommodation must request it for each course, each semester by requesting their accommodation letters for professors. He/she must deliver the accommodation letter to each professor and discuss with the professor how the modified exam situation will be handled in that professor's class. Each exam being modified by time, place or other modification must be arranged a minimum of one week (two weeks for final exams) prior to the exam by submitting the form at the end of this section. **You may not be provided with testing accommodations if you have not provided your professor(s) with your accommodation letter AND if you have not submitted the exam modification forms to the Learning Support and Disability Services Department.**

Speak with your professor(s) about the modifications to your exam and the format to be used. Identify any materials that need to be included in the exam packet and clarify questions or concerns about exam procedures. If you anticipate a need for different accommodations than those approved for the semester, you must discuss this with the Director of Learning Support and Disability Services prior to submitting this form. **If you need to have the exam in an alternate format (large print, recorded, etc.) you must inform your professor and arrange this prior to the submission of the exam to the Learning Support and Disability Services Department.** Please contact this Department if you need assistance in making these arrangements.