

Policy Number: LODS 9.00

Department: Disability Services

Subject: Testing Procedures

Date: February 27, 2017

Policy for: Office of Disability Services – Lancaster Campus Procedure

for: Office of Disability Services – Lancaster Campus Authorized by:
Walt Collins, Dean

I. Policy

All students registered with the Office of Disability Services (ODS), who require accommodations related to academic testing will adhere by the following procedures.

II. Procedure

In order to use any academic accommodations, related to academic testing, that have been approved by the ODS the student must:

- A. Make a request to the ODS no later than 48 hours prior to the scheduled test. This request may only be made Monday-Friday between the hours of 8:30 a.m. and 5:00 p.m. Requests that are made within 48 hours, but outside of Monday-Friday; 8:30 a.m. – 5:00 p.m. may not be approved.
- B. A valid student ID or government issued ID is required to test.
- C. All personal items must be secured in a separate location prior to testing. This includes hats or clothing with attached hoods, outerwear of any type (jackets, coats, pullovers, sweaters, etc.), sunglasses, backpacks/purses, and digital and analog watches.
- D. Testing aids prohibited during test include (but are not limited to): cell phones, pagers, electronic or photographic devices, pens, calculators, watch calculators, books, notes, rulers, dictionaries, food/candy, and beverages (unless otherwise noted in the test instructions).
- E. All scratch paper must be returned to the Proctor before leaving the testing room (unless otherwise noted in the testing instructions).
- F. No other people (including children) are allowed in the testing room.
- G. If the university is closed due to an emergency or weather related event, you will need to reschedule your testing appointment with the ODS. We are not authorized to reschedule your test for you.