

## Frequently Asked Questions about Testing at SDS

### STUDENTS

#### **My professor changed the dates for our tests, but I already booked my tests for the whole semester.**

If your professor has changed the date of an already approved test, you will need to log in to your Accommodate profile. Click on the tab for Test Scheduling and find the exam with the date change. Click on that exam and select "Cancel". You will be asked twice if you are sure you want to cancel, and click yes both times. You will then need to submit a new test request for the exam with the corrected date.

#### **I scheduled my exams at the beginning of the semester, and now I forget when they are!**

No problem! Log on to your Accommodate profile and click on the tab for Test Scheduling. There will be a column on the right hand side of the screen that says Approved Booking Requests. All your upcoming tests that have been approved by SDS will be listed here with dates and times.

#### **It is test day and I feel really sick. Can I take my test tomorrow instead?**

SDS does not make decisions about whether or not tests can be rescheduled, this is the decision of the instructor. Any questions regarding changing your testing day or time should first be directed to your instructor. Once you have approval, please inform SDS of the new testing date and time.

#### **I have back to back classes. How will I take my exam with my extended time accommodation? I don't want to miss my next class because I am taking a test.**

Students are not expected to miss one class in order to receive accommodations in a different class. In the event your extended time accommodation conflicts with another class, you can arrange for an alternate testing time. Here is an example of why you would schedule an alternate testing time:

Your schedule for Monday has you taking History from 10:00am-11:00am and Chemistry from 11:15am until 12:30pm. You have a History exam next week and receive 150% extended time as an accommodation. This means you will be allowed 90 minutes to complete your exam. If you started testing at the same time as the class, you would not finish testing with accommodations until 11:30am and would be late for Chemistry. The

best solution would be to begin your test at 9:30am at SDS so you are able to finish testing by 11:00am, giving you 15 minutes to get to your Chemistry course.

Students must receive approval from their instructor to start their test early or arrange for an alternate testing time. When submitting your Test Booking Request through the Accommodate system, there will be a space to include an explanation regarding why you are testing at a time different from the class. This is where you should note the reason and that you have received instructor approval.

**My professor does not want me to test at SDS/does not think I need accommodations to take the test. What do I do?**

It is legally required that *reasonable accommodations* be granted to students with disabilities. If you have been granted testing accommodations, professors may not deny that such accommodations be used. However, in some situations, accommodations may need to be modified in order to protect the integrity of the exam or for other extenuating circumstances. For example, lab practical exams cannot be recreated outside of the lab environment, thus students must complete these exams in the classroom. Accommodations would be made to allow extra time and reduce distractions as much as possible in the classroom environment. We work collaboratively with faculty to ensure not only that the needs of each student are being met, but that we are protecting the integrity of every exam and not altering the essential elements of any course.

If you are concerned that your professor does not understand your accommodations or that your accommodations are not being granted, you should reach out to your Disability Specialist immediately. Your Disability Specialist can explain the accommodations and answer any questions the instructor may have and work to facilitate a solution. Don't be afraid to talk to your Disability Specialist if you are unsure about the delivery of your accommodations!