



Testing Guidelines

If you plan to use a test taking accommodation through Disability Support Services, you must follow these guidelines.

1. **A copy of your Accommodation Form, specifying your test taking accommodations, must have already been given to each Instructor before you are permitted to take your test in a distraction reduced environment or granted extended time.**
2. **Tests must be booked as soon as possible after assigned by the professor. We prefer that you book one week in advance.** We need time to reserve a room and/or computer, get the test from the professor, and make arrangements for a monitor. During mid-terms and final exams, you should book your test as early as possible. Many students will be testing, and space can be limited.
3. **Tests must be booked for the same time the professor is giving the test to the rest of the class.** For example, if the professor is giving the test at 9:00 am on Tuesday, you should make your appointment to take the test for 9:00 am on Tuesday. The only exception would be a schedule conflict with another class. **You will not be allowed to leave the room once you begin the test, so plan accordingly.**
4. **You must be punctual for your appointment.** When you book your test, you have reserved a block of time. If your test is from 9:00 am to 11:00 am and you show up for your test at 9:30, you will be affecting other students' schedules. We cannot guarantee availability of your testing room past the end of your block of time.
5. **You are scheduled to begin your test at the time you have booked it.** Studying should be done prior to your arrival to take your test. If you would like to study before the test, arrive early to do so.
6. **Testing accommodations include Distraction Reduced and /or Extended Time Testing.** The appropriate accommodation for you has been determined based on the documentation that you provided. Distraction reduced testing means that you have a quiet place to take your test, free from the distractions of the regular classroom setting. There may be more than one student and/or a proctor in a distraction reduced setting. Extended time for testing is not unlimited time; it is double the class time. For example, if you have a 50-minute class, you would have 100 minutes or one hour and 40 minutes to complete your test.
7. **All personal items, including cell phones, smart phones and other electronic devices as well as bookbags, back packs, jackets, notebooks and purses, must be left with Disability Support staff during test taking.** All items will be kept secure by staff during testing. The only items allowed for use are those indicated by the Instructor on the green testing communication form.
8. **Staff members must be able to monitor you at all times.**
9. **Testing conditions are the same as in the classroom. Once the test begins, you are not to leave the room. Tests will not be broken up into separate sections. The test is to be done in one session, unless specified by the Instructor and arranged prior to the test with Disability Support. At the completion of testing, students must leave the entire examination with our office.**

Please sign these guidelines below to indicate that you have read and understand them. If you have any questions you can ask any staff member in Disability Support or call us at (781) 280-3630. You will be given a copy of these guidelines to refer to throughout the semester.

Student Signature

Disability Support Specialist Signature