



University Testing Services Accommodated Testing Policy and Procedures

This policy applies to students who are eligible for testing accommodations. All accommodated testing will be administered and proctored through the University Testing Services (UTS) by appointment.

STUDENT'S RESPONSIBILITIES

- 1) In accordance with the letters of accommodation (LOA), discuss your need for accommodated testing as outlined in your LOA with your instructor(s) at the beginning of each semester.
- 2) Request accommodated testing services at least **two business days** in advance, by contacting the Coordinator of Testing (see contact information below). **Students who contact UTS less than 48 hours in advance will be scheduled upon availability of a proctor and appropriate testing facilities.**
- 3) Testing appointment should be made for the same time the class is taking the test, unless another test time has been approved by the professor in advance.
- 4) Set your testing appointment early enough in the day to ensure your test will be completed before University Testing Services closes. See office hours below. Discuss any scheduling time conflicts with your professor.
- 5) Ask your professor to send your test to the Testing Coordinator so that it will be ready when you arrive.
- 6) On your test date, bring only items specified by the professor. All other belongings (e.g. backpacks, notebooks, cell phones, iPods, etc.) will be stored in the University Testing Services office while the test is being administered.
- 7) Bring your UIW student ID card. An alternate picture I.D. will be acceptable.

PROFESSOR'S RESPONSIBILITIES

- 1) Upon student's request, deliver the test to University Testing Services (216 Adm. Bldg.) at least 24 hours before the test date.
- 2) Complete a ***Testing Instructions for Accommodated Exams*** form with any special instructions notated.
- 3) Pick up the completed exam and sign the ***Testing Instructions for Accommodated Exams*** form in order to verify receipt.

Matthew Gonzalez
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Testing Services Office Hours

Fall/Spring Semesters (Monday through Thursday, 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.)
Summer Semesters (Monday through Friday, 8:00 a.m. to 5:00 p.m.)

This document is available in alternate format upon request to Student Disability Services.

Student Disability Services, Administration Building – Room 105, CPO# 286, (210) 829-3997

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