

Step 1. ACCESS PLAN(S)

- At the beginning of each semester send an email to disabilityservices@virginiawestern.edu to request copies of your Access Plan. Be sure to include your name and the number of copies you'll need. We will have your plans available for pick-up the next business day. Request and present an Access Plan to each instructor, each semester, to receive your accommodations.
- Access plans must be signed by your instructor(s) and returned to Office of Disability Services (ODS) before any tests will be proctored in the Testing Center. You will not be able to schedule tests until this is received.

Step 2. SCHEDULE

- You are to take your quiz/test/exam on the same day and time as your class. ALL exceptions must be approved and confirmed by your instructor.
- You are not to miss other classes due to your accommodation. Please notify Testing Center staff if extended time on your quiz/test/exam will interfere with any classroom instruction time.
- Access the online test scheduling form via <https://apps.virginiawestern.edu/esa/>
- You are responsible for scheduling your quiz/test/exam 2 weeks - 2 business days (48 hours) in advance of the actual class testing day. If you fail to schedule your test(s) within this timeframe, you will need to make alternative testing arrangements with your instructor. In this case, you should not expect to receive your accommodations, and instructors are not required to provide them.

Example:

To take a test on:

Schedule NO LATER than:

Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday
Saturday	Wednesday

Testing Center Hours of Operation: **Monday – Thursday:** 8 am – 8 pm - **Friday:** 8 am – 5 pm – **Saturday:** 9 am-1pm.

Step 3. TAKE TEST

- Arrive on time for your testing appointment, located on ground floor, of Brown Library. Late arrival will result in lost accommodation time. Arriving later than 15 minutes will require Instructor's approval for rescheduling.
- Please come prepared for testing and bring all testing materials with you that you would also use in the classroom. Writing instruments will NOT be provided. You will be asked to show a photo ID.
- Personal items, food/drink will not be allowed in the testing room. Exceptions for medical/other reasons will need ODS approval.
- Phones and Electronic Devices are NOT allowed in testing rooms. All devices must be silenced and secured.
- All testing is monitored by video surveillance and each student is expected to adhere to the VWCC Student Honor Code.

VIRGINIA WESTERN
COMMUNITY COLLEGE

WE'LL TAKE YOU  THERE

OFFICE OF DISABILITY SERVICES

- You must complete the test once you've begun. Breaks are not typically allowed. If you anticipate needing a break due to the impact of your disability, Testing Center staff must be notified beforehand, and your quiz/test/exam will be given to you in sections.

ACCOMMODATED TESTING: POLICY & PROCEDURES

Signature of Receipt

Initial

- I have received a copy of the ACCOMMODATED TESTING: POLICY & PROCEDURES. _____
- I understand that complying with these responsibilities will ensure I receive testing accommodations in the Testing Center. _____
- I understand that I am responsible for scheduling my quiz/test/exam 2 business days (48 hours) prior to the actual class testing day, and, if I fail to schedule tests within this timeframe, I will need to make alternative arrangements with my instructor or reschedule my test. _____
- I understand that my instructors are not required to provide accommodations due to my failure my to follow the Accommodated Testing policy and procedures. _____

Student Print Name

Student ID #

Student Signature

Date