

## LRC Accommodations

Participant in the LRC program are approved for the following accommodations, as needed:

1. **Extended Time:** student may take any/all tests (not quizzes) in the LRC with an additional 50% time (see steps below).
2. **Testing in a Non-distracting Environment:** student may test in the LRC instead of the classroom, using the extended time system.
3. **Preferential Seating:** student may choose the area in the classroom where he learns/focuses best.
4. **Alternative Note Taking:** student may use keyboard instead of writing longhand (or vice versa), may photocopy another student's notes, and/or may receive copies of teachers' PowerPoint/Keynote files/Notes.

Teachers will not initiate these accommodations. Students are expected to request them from the teacher. Students who have difficulty taking initiative to do so can request ownership coaching on improving their initiative skills.

Students may also request other accommodations from teachers that are approved for them through the LRC. Teachers are not required to allow these other accommodations, however.

### How to use Extended Time/Testing in a Non-distracting Environment

**Step 1:** Students click this [Testing Center Reservation form](#) link, complete and submit the form. This can also be found in the left hand menu of the **LRC page** on the Strake Jesuit website. **Important: This must be completed no later than 36 hours prior to the test.**

**Step 2:** On the date of the exam, instead of reporting to the classroom to take the test, the student reports directly to the LRC, which is in room 1102 of the library.

**Step 3.** If the student does not finish the test within the period, he will tell the proctor when he will return to the LRC to resume the test for 50% extra time. The chosen time must be during the student's free time and before the end of the following school day. See options below for extended time sessions.

### Frequently Asked Questions

***What if I have a question for the teacher during the exam?***

Answer: the LRC proctor will text message the teacher with a request to call the LRC testing room. If the teacher is unavailable, make a notation on the test to address later.

***What if my teacher changes the date of the exam?***

Answer: You will inform the LRC of the change via [testing@strakejesuit.org](mailto:testing@strakejesuit.org) and you will report to the LRC on the newly determined test date (no need to fill out the online form again).

***What if I don't want to use extended time for all of my tests?***

Answer: No problem! Just don't fill out the online form for the tests you wish to take in the regular classroom with no extended time. Note, however, that choosing this option means you won't be given extended time by your teacher if you don't complete the exam in the normally allotted time in the classroom.

***What if I miss the deadline for signing up for extended time on a test?***

Answer: You will take the test in the regular classroom with no extended time, and report to the LRC soon to build a plan for remembering in the future.

***What if my teacher announces a test less than 36 hours before the exam?***

Answer: You will still be able to secure extended time. Just email the LRC via [testing@strakejesuit.org](mailto:testing@strakejesuit.org) and you will be sent a late registration link to sign up.

***What are the procedures I should follow when I arrive in the LRC for extended time?***

The proctor will welcome you, and request that you pack everything not needed for the exam in your backpack and to place all of your belongings out of reach of your testing desk. This includes your phone, smartwatch and any other device not required for the test. You then will choose a seat in the front section of the LRC to take the test.

You will receive the test one or two pages at a time, asking the proctor for additional pages as you complete them. You may keep all completed pages at your desk until the testing time has elapsed. It is your job to estimate whether or not you can complete additional pages in the time remaining. If you have not completed the test, you will choose and tell the proctor a time from below when you plan to return for the 50% extra time. When you return, you may only work on the pages you have not yet seen/worked on.

**Options for Times to complete the second testing session (50% extra time)**

- Before School (0 Period)
- Any Free Period during the school day
- Community Time when no other events are required
- After School (6<sup>th</sup> Period)