

Albright College Student Accessibility & Advocacy Office

Utilizing Your Approved
Testing Accommodations





You're in charge!

It is your choice whether to use your testing accommodations.

You can use your approved extra time/distraction-reduced environment accommodations for all exams, some of them, or none at all!

Should you use extra time?

Taking your exam with approved extra time can make a difference!

You can use the extra time to:

- re-read questions and answers
- close your eyes for a minute
- write outlines for essay questions.

You don't have to use all of the extra time you're approved for.

If you finish early, you can turn in your exam and get on with your day.



Scheduling an Accommodated Test

Communicate

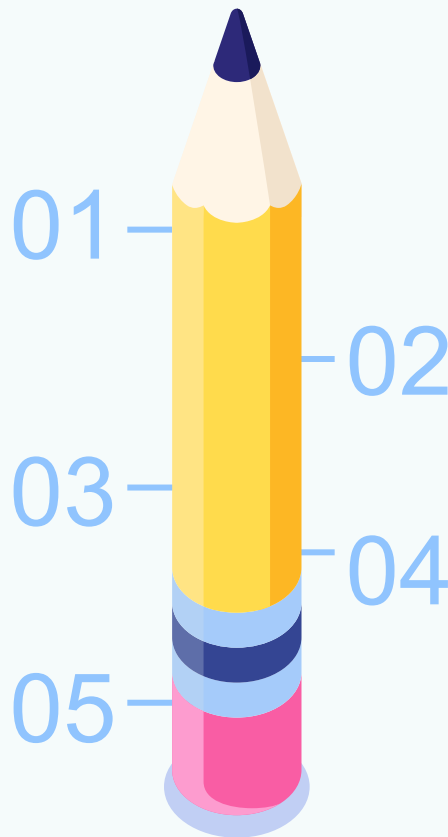
with your professor at least **one week** before each exam to remind them that you will be using your approved accommodations

Return

completed test request forms by hand-delivering printed copies to the SAA office, or emailing digital forms to testing@albright.edu

Show up

to the Testing Center (Teel 301) on the correct day and time to take your exam



Complete

the Accommodated Testing form with your professor, using either a digital or a hard copy of the form

Watch

your Albright email for a Microsoft Outlook calendar invite confirming the details of your scheduled exam

The Accommodated Test Request Form



Accommodated Test Administration Form

Students must email this form to testing@albright.edu or hand-deliver to the Testing Center at least five (5) business days before the requested exam date. Please note, testing rooms can only be reserved when this form is completed accurately by students and instructors. **If printing this form, please print double-sided.**

TO BE COMPLETED BY STUDENT	
STUDENT NAME:	EXAM DATE REQUESTED:
COURSE (E.G., ANT310):	EXAM TIME REQUESTED:
EXAM ACCOMMODATIONS REQUESTED (APPROVED BY SAA AND ON ACCOMMODATION LETTERS):	
<input type="checkbox"/> 50% extra time <input type="checkbox"/> 100% extra time <input type="checkbox"/> Distraction-reduced environment <input type="checkbox"/> Computer use for exam	
<input type="checkbox"/> Exam read by computer or in audio format <input type="checkbox"/> Other:	
ACADEMIC HONESTY AGREEMENT:	
The Testing Center environment recognizes the same high standards of academic honesty expected and enforced in the classroom. In taking an exam in the Testing Center, I agree to maintain academic integrity as outlined by Albright College's Academic Integrity Policy. I understand that cheating will not be tolerated and that all instances of suspected academic dishonesty will be referred to the instructor by Testing Center staff.	
STUDENT SIGNATURE:	
TO BE COMPLETED BY INSTRUCTOR	
PLEASE NOTE: Generally, the Testing Center cannot administer oral exams. Oral exams should be coordinated between the professor and student. If there are extenuating circumstances, please contact SAA at 610.921.7503	
INSTRUCTOR NAME: _____ PHONE: _____	
TIME ALLOWED for the test/quiz for the general class: _____ mins (if blank, TC will assume the full class period)	
<input type="checkbox"/> I approve the date and time for the exam indicated by the student above.	
<input type="checkbox"/> I would like the student to take the exam on ___/___/___ at ___:___	
MATERIALS PERMITTED FOR THE EXAM:	
<i>Please provide blue books and Scantron forms if needed.</i>	
<input type="checkbox"/> non-graphing calculator <input type="checkbox"/> graphing calculator <input type="checkbox"/> formula sheets <input type="checkbox"/> open book <input type="checkbox"/> open notes	
<input type="checkbox"/> laptop (for Canvas exams) <input type="checkbox"/> other: _____	
(Please initial) _____ Accommodations requested above match the student's accommodation letter for my class.	
Are you available to answer questions during the exam? <input type="checkbox"/> Yes - phone #: _____ or <input type="checkbox"/> No	
EXAM DELIVERY (at least 24 hours in advance preferred):	
<input type="checkbox"/> Canvas exam, no delivery required.	
<input type="checkbox"/> Email to testing@albright.edu (only test coordination staff have access to this email).	
<input type="checkbox"/> Hand-delivered to SAA office (Monday-Friday, 8:30am-4:30pm – a locked drop box is also available).	
<input type="checkbox"/> Hand-delivered by student (exam must be in a signed, tape-sealed envelope).	
EXAM RETURN:	
<input type="checkbox"/> Canvas exam, no return required.	
<input type="checkbox"/> Return via email to (email address) _____ within two business days.	
<input type="checkbox"/> Instructor or (name) _____ will pick up at SAA office within two business days.	
INSTRUCTOR SIGNATURE:	DATE:



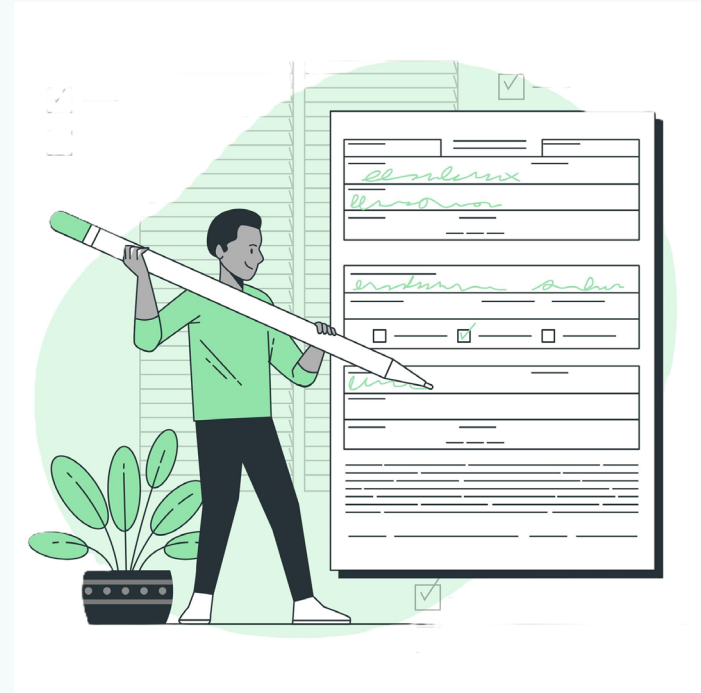
Completing the Test Request Form



1. Download a copy of the form from [the SAA website](#).
2. Either*:
 - Print a paper copy of the form to complete with your professor
 - OR fill in the top portion of the digital form and email it to your professor to complete the bottom section
 - * your professor may prefer one format over the other – ask them!
3. Return completed paper copies of the form to the SAA office in the Student Center back hallway OR email completed digital forms to testing@albright.edu

Double-Check Everything!

1. If your professor has a preference for paper vs. digital, have you provided them the correct format?
2. Have you checked the boxes for the accommodations you want to use?
3. Have you filled in the day and time of the exam and the correct course number?
4. Has your professor indicated whether there are materials you're permitted to use? (e.g., notes, calculators, formula sheets)
5. Have you and your professor signed the form in the appropriate places?



Things to Remember


You **don't** have to take exams in the Testing Center!




You can choose to take exams in the classroom without extra time.



More Things to Remember



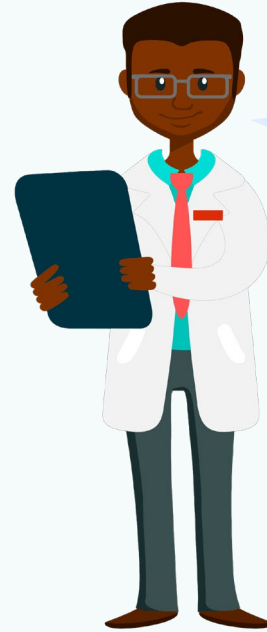
Sometimes professors can accommodate your approved extra time in the classroom – ask them!



If you choose not to use the Testing Center, you don't need to complete the test request form.

Even More Things to Remember

If you do choose to use the Testing Center, submit your completed form **one week in advance** of your exam!



It is **your responsibility** to make sure your test request form is completed on time and submitted to SAA.

Final Things* to Remember

*we promise!

If you want to use extra time but have back-to-back classes, we can schedule your exam for a different day/time!



If you have questions about the test request form or need assistance completing it, call 610.921.7503, email testing@albright.edu, or stop by the SAA office!