

Fitchburg State College Disability Services Policies & Procedures for Testing Accommodations

- Test accommodations must be requested every semester. At the beginning of each semester you should meet with the Director of Disability Services to request Testing Accommodations. One agreement form per class is required.
- Once you have met with the Director of Disability Services and have your accommodation forms, take your letters to each professor. Meet with your professors as within the first two weeks of class, preferably during their office hours, to discuss your test accommodations. Your instructor can also proctor the exam, with the accommodations outlined on your Agreement. Professors are not obligated to allow accommodations without an agreement.
- Make sure your professor completes and signs the Testing Accommodation form. This form must be returned to Disability Services before your exam.

Scheduling Exams with the Disability Services Office

*****Phone number, office location, and the testing hotline email address are listed at the end of this document.*****

- Exams will be administered Monday through Thursday between the hours of 8:00 am and 4:00 pm and Fridays from 8:00 to 12:00 or by special arrangement. All exams are administered in H321 unless otherwise arranged. The Disability Services office will administer exams by *appointment only* with 7 days advance notice.
- It is your responsibility to provide your professor with the Faculty/Student Testing Accommodation Agreement.
- A request for alternate test materials must be made when scheduling the exam. Please fill out an alternate materials request form.
- **SIGN UP FOR EXAMS AT LEAST ONE WEEK IN ADVANCE!**
- **PLEASE NOTE: If the accommodation is not requested in a timely manner, and the form is not signed in a timely manner, the professor and Disability Services are not responsible for scheduling the exam per your request.** Instead you may receive test accommodations that do not include all of your preferences or your professor may proctor your exam.
- It is your responsibility to insure the return of the accommodation form to Disability Services.
- The Disability Services office does not guarantee the provision of testing services for incomplete or late requests.
- Students are expected to arrive on time to take their exams. If you are late, the following alternatives may apply.
 - You may take the test using the remaining time.
 - You may reschedule the exam in order to receive the full allotted time, with instructor approval.
- **CHANGES/CANCELLATIONS** to the Faculty/Student Alternative Testing Agreement, e.g. notes permitted, open book, additional time, rescheduling time

and/or date of the exam due to illness or an emergency etc. are only permitted with PROFESSOR APPROVAL. All of the above require notification to both the Disability Service office and your instructor via phone, email, or a note written and signed by your professor. **If an exam is cancelled or reschedule by the professor, please notify the disability services office.**

- If the professor is late dropping off the exam, or if disability services office is late in obtaining the exam, you will receive all of the time allotted, but simply have a later start time.
- Students must notify disability services office if they will be more than 15 minutes late. Continual tardiness will be documented and if late more than 3 times during the semester, consequences apply.
- Final exams are administered during finals week. Please schedule your exams 7 days in advance.

Taking the Exam

- Only testing materials are allowed in the testing rooms. All other belongings, including but not limited to, coats, purses, backpacks, cell phone, etc. are secured in the Disability Services office.
- When suspected or confirmed cheating, the exam is stopped, documented and reported to the instructor.
- Students are expected to uphold the integrity of the examination process and are subject to procedures for academic dishonesty as outlined in the Fitchburg State College Student Handbook.*

STUDENTS ARE EXPECTED TO UNDERSTAND AND FOLLOW THE ABOVE GUIDELINES. STUDENTS WHO VIOLATE THESE GUIDELINES MAY HAVE SERVICES SUSPENDED.

***Academic Dishonesty Policy**

Academic dishonesty in all its forms, including cheating, fabrication, plagiarism, and the facilitating of academic dishonesty by aiding and abetting any of the aforementioned, is not tolerated at Fitchburg State College.

Disability Services
Hammond Building Room 321
978-665-4020
testing@fsc.edu

Please leave the following information in your message or email

1. Your name
2. A phone number where you can be reached
3. Your class name
4. The name of the professor
5. The time, day and date of the exam
6. Whether you need to reserve a computer for the exam