

Policies & Procedures for Testing Accommodations

Student Checklist

- _____ Set up appointment for testing accommodation requests with the Director of Disability Services.
- _____ Meet with the Director and discuss testing needs. Receive letters for professors.
- _____ Set up an appointment with your professor/ instructors to discuss your accommodation letters and testing forms within the first 2 weeks of class.
- _____ Make sure your professor completes and signs the testing form.
- _____ Return the completed testing form to the Disability Services Office.
- _____ Contact the Office of Disability Services to confirm that all of your testing paperwork was received.
- _____ One week or more before your exam send an email with the following information to testing@fsc.edu
 - _____ 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
- _____ Receive a confirmation email from Disability Services confirming scheduling of your test.