

## Policies & Procedures for Testing Accommodations

### Student Checklist

- \_\_\_\_\_ Set up an 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/ instructor 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 Disability Services Office 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@fitchburgstate.edu](mailto:testing@fitchburgstate.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 and any specific software you may need.