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

____ 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.